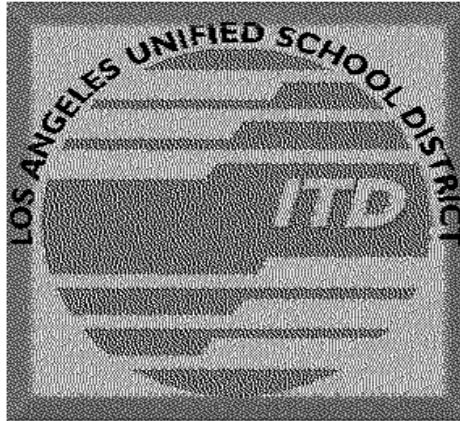


LOS ANGELES UNIFIED SCHOOL DISTRICT



INFORMATION TECHNOLOGY DIVISION

INTEGRATED FINANCIAL SYSTEM
MT/EZ DOC

BUDGET & EXPENDITURE QUERIES
USER GUIDE

OCTOBER 2003

LOS ANGELES UNIFIED SCHOOL DISTRICT

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Foreword

The Integrated Financial System Budget & Expenditure Queries User Guide provides information and procedures on the use of IFS budget related tables for district schools and offices. The User Guide creates a building block of information that LAUSD staff can reference while using the system at their site.

The User Guide is intended for use by staff utilizing IFS MTI/EZ Doc.

Information Technology Division

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BUDGET TABLES OVERVIEW

The Integrated Financial System consists of two primary parts. One portion of IFS is the Table area (MTI) and the other is the Transaction Entry area (EZ Doc). Transactions cannot process in IFS if certain tables are not set correctly. All transactions are edited from specific tables for validation, fund authority, and controls. If the transaction passes the edits and is accepted by IFS, the budget tables are updated automatically. The primary focus of this training guide is to help the user navigate and understand the Budget Tables in IFS.

There are two types of tables in IFS, User Maintained and System Maintained.

User Maintained Tables

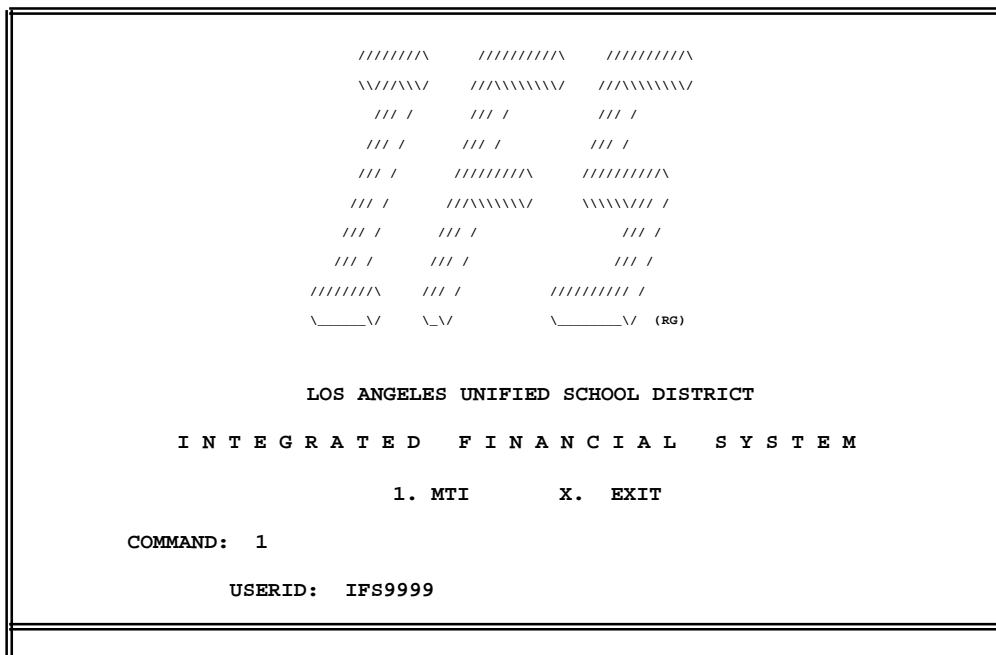
User Maintained tables are updated by central functional office staff. These tables are also called REFERENCE tables because they contain reference information and various controls that are used when transactions are processed in IFS.

Each table is a file within the system that stores information. Some data contained in tables define valid codes to be used when creating transactions, setting controls, and making system inquiries. Some examples of the budget codes are Fund, Program, Account and Object.

Various system processing control options are stored in these tables. When transactions are processed, they are edited against these tables and the information is used to validate codes, look up (infer) missing data, check control options, and associate codes with names or descriptions when preparing reports.

To view the budget screens:

IFS START-UP SCREEN



At the IFS start-up screen, type 1 in the Command field and press **Enter/Right Ctrl** to enter MTI.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED

The General Messages (GMSS) screen appears.

GENERAL MESSAGES SCREEN (GMSS)

ACTION: R		SCREEN: GMSS	USERID: IFS9	01/04/00	09:26:19 AM
GENERAL MESSAGES (TO ACCESS SCHOOL MENUS: ACTION = N SCREEN = BF00)					
DATE:	01	/		/	00
				SCREEN NO:	01
<hr/> JOB COST USERS PLEASE LEAF (L) TO THE "AMSS" TABLE FOR IMPORTANT MESSAGES FOR ASSISTANCE PLEASE CALL THE TECHNOLOGY HELPDESK AT (213) 633-8110.					
IFS ON-LINE HOURS: MON-FRI 6:00 A.M.-6:00 P.M. SATURDAY AND HOLIDAYS ON WRITTEN REQUESTS ONLY					

To enter a budget screen, type **N** in the **ACTION** field and the four-character table ID in the **SCREEN** field. Press **Enter/Right Ctrl**. The following tables will be displayed and discussed in this section: ACCT, APUT, AREA, BRPT, CRRY, OBJT, ORGN, PROG, APPR, EXPB, ESUM, ASUM, and OLGL.

BUDGET TABLES OVERVIEW - USER MAINTAINED, CONTINUED

ACCOUNT TYPE TABLE (ACCT)

PURPOSE/DESCRIPTION:

The Account Type Table (ACCT) will assist in reading data on the Online General Ledger (OLGL). When the Online General Ledger is viewed, transactions are listed by account types. This allows the user to know whether the transaction being viewed is a pre-encumbrance, an encumbrance, an expenditure, etc.

HOW TO ACCESS:

From a table:

ACTION field: Type **N** for next or new

SCREEN field: Type **ACCT** for Account Type Table.

Press **Enter/Right Ctrl** to access the table.

When displayed, **S** for scan is in the **ACTION** field.

Type in the key data to retrieve a specific record. Type **Acct Type code** or press **Enter/Right Ctrl** to view the various account types in IFS.

Press **Enter/Right Ctrl** to display more records.

ACCOUNT TYPE TABLE (ACCT)

ACTION: R SCREEN: ACCT USERID: IFS9 01/04/00 09:26:19 AM			
ACCOUNT TYPE TABLE			
KEY IS ACCOUNT TYPE			
ACCT TYPE	ACCT TYPE NAME	ACCT TYPE SHORT NAME	
01-	01	ASSETS	ASSETS
02-	02	LIABILITIES	LIABILITIES
03-	03	FUND BALANCE	FUND BALANCE
04-	11	ASSET OFFSET TO EXPENSES	ASSET OFF EX
05-	20	PRE-ENCUMBRANCES	PRE-ENCUM
06-	21	ENCUMBRANCES	ENCUMBS
07-	22	EXPENDITURES/EXPENSES	EXPEND/EXP
08-	23	EXPENDITURES	EXPENDITURES
09-	24	EXPENSES	EXPENSES
10-	31	REVENUE	REVENUE
11-	32	REVENUE COLLECT	REV COLLECT
12-	41	BUDGETED OBLICATIONS	BUD OBLIG
13-	42	APPROPRIATIONS	APPROP
14-	43	ALLOTMENTS	ALLOTMENTS
15-	51	ESTIMATED REVENUE	EST REVENUE

ACCT is a user-maintained table.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED**Account Type (Acct), continued****FIELD DESCRIPTIONS:****Line Indicators (01, 02, Etc.):**

Identifies the line number each entry is displayed on the screen.

Acct Type:

Two-digit code assigned to each Account Type to indicate if the user is viewing a pre-encumbrance, encumbrance, expenditure, etc.

Acct Type Name:

Identifies the name of the Account Type.

Acct Type Short Name:

An abbreviated name of the Account Type used on reports when the field has limited space.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED

APPROPRIATION UNIT TABLE (APUT)

PURPOSE/DESCRIPTION:

The Appropriation Unit Table (APUT) provides the controls for spending authority by fiscal year and program. It lists the valid objects of expenditure codes and Appropriation Unit assigned to the each program. This authorizes the user to create purchasing and budget transactions in IFS.

HOW TO ACCESS:

From a table:

ACTION field: Type **N** for next or new

SCREEN field: Type **APUT** for Appropriation Unit Table.

Press **Enter/Right Ctrl** to access the table.

When displayed, S for scan is in the **ACTION** field.

Type in the key data to retrieve a specific record. Type **Fiscal Year** and **Program Code** or press **Enter/Right Ctrl** to view the various Appropriation Units in IFS.

Press **Enter/Right Ctrl** to display more records.

APPROPRIATION UNIT TABLE (APUT)

ACTION: R SCREEN: APUT USERID: IFS9 01/04/00 09:26:19 AM						
APPROPRIATION UNIT TABLE						
KEY IS FISCAL YEAR, PROGRAM, OBJECT						
FISCAL YEAR	PROGRAM CODE	OBJECT CODE	APPR UNIT	SPENDING CONT-IND	STATUS INDICATOR	
-----	-----	-----	-----	-----	-----	
01-	00	S536	4310	M36		A
02-	00	S536	4340	M36		A
03-	00	S536	4350	M36		A
04-	00	S536	4377	M36		A
05-	00	S536	4501	M36		A
06-	00	S536	4502	M36		A
07-	00	S536	4504	M36		A
08-	00	S536	4506	M36		A
09-	00	S536	4508	M36		A
10-	00	S536	4509	M36	Y	A
11-	00	S536	4577	M36		A
12-	00	S536	4598	M36		A
13-	00	S536	4599	M36	Y	A
14-	00	S536	4606	M36		A

APUT is a user-maintained table.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED**Appropriation Unit Table (APUT), continued****FIELD DESCRIPTIONS:****Fiscal Year:**

The last two digits of the budget fiscal year.

Program Code:

Used in budget and accounting system to identify the account to be charged for expenditures.

Object Code:

Indicates the object of expenditure code used to describe the item or services purchased.

Appr Unit:

Identifies the 3-character code that groups expense budget lines into a unit for budget control purposes. This provides flexibility in spending and set a level of control.

Spending Cont-Ind:

A 'Y' in this field indicates that spending authority is restricted to the budget amount on the expense budget line regardless of the control set on the Fund table.

Status Indicator:

Indicates whether the expense budget line is active (A) or inactive (I).

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED

AREA TABLE (AREA)

PURPOSE/DESCRIPTION:

The Area Table (AREA) displays the Area codes assigned to each organization based on the budget responsibility of the school or office. The Area code determines the highest level of budget authority used in the Integrated Financial System. This table defines valid area codes and specifies the area manager’s name.

HOW TO ACCESS:

From a table:

ACTION field: Type **N** for next or new.

SCREEN field: Type **AREA** for Area Table.

Press **Enter/Right Ctrl** to access the table.

When displayed, S for scan is in the **ACTION** field.

Type in the key data to retrieve a specific record. Type **Fiscal Year** and **Area code** or press **Enter/Right Ctrl** to view the various Area codes in IFS.

AREA TABLE (AREA)

ACTION: R		SCREEN: AREA	USERID: IFS9	01/04/00	09:26:19 AM
AREA TABLE					
KEY IS FISCAL YEAR, AREA					
01-					
FISCAL YEAR:	00	AREA:	WDF	AREA NAME:	WONDERFUL
SHORT NAME:	WONDERFUL	AREA MANAGER:			
APPROVAL:	N	EXC BP:	N	BUDGET PHASE:	REPT CAT SP: REPT CAT RV:
STATUS-IND:	A				
ADMIN-GROUP:	00	DIV:	CH	GROUP:	GH BRANCH: SECTION: 0000
02-					
FISCAL YEAR:		AREA:		AREA NAME:	
SHORT NAME:		AREA MANAGER:			
APPROVAL:		EXC BP:		BUDGET PHASE:	REPT CAT SP: REPT CAT RV:
STATUS-IND:					
ADMIN-GROUP:		DIV:		GROUP:	BRANCH: SECTION:
03-					
FISCAL YEAR:		AREA:		AREA NAME:	
SHORT NAME:		AREA MANAGER:			
APPROVAL:		EXC BP:		BUDGET PHASE:	REPT CAT SP: REPT CAT RV:
STATUS-IND:					
ADMIN-GROUP:		DIV:		GROUP:	BRANCH: SECTION:

AREA is a user-maintained table.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED**Area Table (AREA), continued****FIELD DESCRIPTIONS:****Fiscal Year:**

The last two digits of the budget fiscal year.

Area:

Identifies the 3-character code that represents the organization that administers the budget. Each location is assigned an Area code for budget and accounting purposes.

Area Name:

Identifies the full name of the Area that will display on reports.

Short Name:

Identifies a short name of the Area on reports when limited space is available to print the full name.

Area Manager:

Indicates the name of the Area Manager that will display on printed reports.

Approval:

A 'Y' in this field will require an override approval on purchasing transactions. An 'N' indicates no approval is required.

Exc BP:

A 'Y' indicates that budget preparation is excluded for this area and all organizations within this area. If a value of 'N' is entered, the EXCL BUDGET PREP field on the ORGN table is checked. If the ORGN field has a value of 'Y', the budget preparation is excluded for only that organization. If both the EXC BP field on AREA and the EXCL BUDGET PREP field on ORGN have a value of 'N', a budget preparation entry is created.

Budget Phase:

Use limited to the Advanced Budget Prep System. Valid phases are: '1' Area, '2' Budget Review, and '3' Reconciled.

Rept Cat SP:

Identifies the Reporting Category Spending option. Valid values are 'N', '1', '2', or '3'.

Rept Cat RV:

Identifies the Reporting Category Revenue option. Valid values are 'Y' or 'N'.

Status-Ind:

Indicates if the Area code is active (A) or inactive (I).

Admin-Group:

Identifies the 2-character Admin-Group code assigned to the Area.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED**Area Table (AREA) – Field Descriptions, continued****Div:**

Identifies the 2-character alphanumeric Division code assigned to the Area.

Group:

Identifies the 2-character Group code assigned to the Area.

Branch:

Identifies the 4-digit Branch code assigned to the Area.

Section:

Identifies the 4-digit Section code assigned to the Area.

BUDGET TABLES OVERVIEW - USER MAINTAINED, CONTINUED

BUDGET REPORT TABLE (BRPT)

PURPOSE/DESCRIPTION:

The Budget Report Table (BRPT) is part of the automatic budget generation process. The entries are created by the Budget Development to IFS Budget Preparation Interface process and the Budget Balance Carry Forward process. The table is updated during the three budget phases. There can be multiple updates within each phase as the District’s budget is being developed. Estimated budget carryovers based on the prior fiscal year balances as of June 1 are added to this table during the Final Budget phase. Actual budget carryover calculated as of June 30 are added to this table during the Adjusted Budget phase. IFS Budget tables (EXPB and APPR) are updated using the information in this table.

HOW TO ACCESS:

From a table:

ACTION field: Type **N** for next or new.

SCREEN field: Type **BRPT** for Budget Report Table.

Press **Enter/Right Ctrl** to access the table.

When displayed, S for scan is in the **ACTION** field.

Type in the key data to retrieve a specific record. Type **Fiscal Year, Fund, Area, Organization, Program, and Object** or press **Enter/Right Ctrl** to view the various funds in IFS.

BUDGET REPORT TABLE (BRPT)

ACTION: R		SCREEN: BRPT		USERID: JSTT		01/10/00		08:06:39 AM		
BUDGET REPORT TABLE										
KEY IS FISC YEAR, FUND, AREA, ORG, PROGRAM, OBJECT										
01-	FISC YEAR:	00	FUND:	001	AREA:	WDF				
	ORGANIZATION:	7999	PROGRAM:	4170	OBJECT:	4310				
	SPENDING CTL IND:		STATUS:	A	APPR IND:	Y	SUB OBJECT OPT:			
	LINE DESCRIPTION:	INSTR MATERIAL-GENERAL PURPOSE				APPR:	I3B			
	PRIOR YEAR EXP:	51,672.74	CURR YEAR APPROVED AMT:	72,227.00						
	YTD ACTUAL EXP:	27,254.60	CURR MOD BUDGET:	88,970.00						
	REQUESTED BUDGET:	79,357.00	CURR YR EST EXP:	0.00						
	ADOPTED BUDGET:	79,357.00	RECOMMENDED BUDGET:	79,357.00						
	CARRY FWD BUDGET:	-4,717.00	BUGDETED POSITIONS:							
02-	FISC YEAR:		FUND:		AREA:					
	ORGANIZATION:		PROGRAM:		OBJECT:					
	SPENDING CTL IND:		STATUS:		APPR IND:		SUB OBJECT OPT:			
	LINE DESCRIPTION:					APPR:				
	PRIOR YEAR EXP:			CURR YEAR APPROVED AMT:						
	YTD ACTUAL EXP:			CURR MOD BUDGET:						
	REQUESTED BUDGET:			CURR YR EST EXP:						
	ADOPTED BUDGET:			RECOMMENDED BUDGET:						
	CARRY FWD BUDGET:			BUGDETED POSITIONS:						

BRPT is updated via the Budget Development to IFS interface process.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED**Budget Report Table (BRPT), continued****FIELD DESCRIPTIONS:****Fisc Year:**

The last two digits of the budget fiscal year.

Fund:

The 3-digit code that identifies the funding source for this account (i.e., 001-General Fund, Unrestricted; 003-General Fund, Restricted).

Area:

Three-character alphanumeric code, which represents the organization that, administers the budget. Each location is assigned an Area code for budget and accounting purposes.

Organization:

The four-digit code used to identify each school and office site.

Program:

Used in budget and accounting system to identify the account to be charged for expenditures.

Object:

Indicates the object of expenditure code used to describe the item or services purchased.

Spending Ctl Ind:

A 'Y' in this field indicates that spending authority is restricted to the budget amount on the expense budget line regardless of the control set on the Fund table.

Status:

Indicates whether the expense budget line is active (A) or inactive (I).

Appr Ind:

- 'Y' = Appr Unit total has been established manually. The amount should not be changed by the Budget Development to IFS interface
- 'N' = The reverse of 'Y'.

Sub Object Opt:

A 'Y' in this field will require the user to enter the sub-object code on accounting transactions that are recording expenditures against this budget line.

Line Description:

Indicates the description of the budget line.

Appr:

Identifies the 3-character code that groups expense budget lines into a unit for budget control purposes. This provides flexibility in spending and set a level of control.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED**Budget Report Table (BRPT) – Field Descriptions, continued****Prior Year Exp:**

Indicates the total amount expended in the previous fiscal year.

Curr Year Approved Amt:

This represents the current year approved budget amount as of the date that the Budget Preparation process started.

YTD Actual Exp:

This amount represents actual expenditures as of the date that the Budget Preparation process started.

Curr Mod Budget:

This amount represents the current modified budget as of the date that the Budget Preparation process started.

Requested Budget:

This is the preliminary budget amount from the Budget Preparation to IFS interface process.

Curr Yr Est Exp:

This field is not used.

Adopted Budget:

This is the adopted final budget amount from the Budget Preparation to IFS interface process.

Recommended Budget:

This is the final budget amount from the Budget Preparation to IFS interface process.

Carry Fwd Budget:

This amount represents the carryover amount from the previous fiscal year (estimated and actual).

Budget Positions:

This field is not used.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED

CARRYOVER SYSTEM TABLE (CRRY)

PURPOSE/DESCRIPTION:

The Budget Carryover System Table (CRRY) refers to fiscal year-end budget balance/overdrafts authorized by District policy to be carried forwarded to the next fiscal year. The data housed on the Carryover System Table (CRRY) is used to calculate the amount of budget carryover that will be added to the new year budget. The Estimated Budget Carryover and Actual Budget Carryover processes update this table.

HOW TO ACCESS:

From a table:

ACTION field: Type **N** for next or new.

SCREEN field: Type **CRRY** for Carryover System Table.

Press **Enter/Right Ctrl** to access the table.

When displayed, S for scan is in the **ACTION** field.

Type in the key data to retrieve a specific record. Type **Fiscal Year, Fund, Area, Organization, Program, and Object** or press **Enter/Right Ctrl** to view the various amounts in IFS.

CARRYOVER-SYSTEM-TABLE (CRRY)

ACTION: R				SCREEN: CRRY		USERID: IFS9		01/10/00		08:07:40 AM					
CARRYOVER-SYSTEM-TABLE															
KEY IS FISC YEAR, FUND, AREA, ORGN, PROGRAM, OBJECT															
01-															
FISC YEAR: 99			FUND: 001			AREA: WDF									
ORGANIZATION: 7999			PROGRAM: 4170			OBJECT: 4310									
APPR UNIT: I3B			PROGRAM CLASS: 003B			CO TYPE: 55			ELIG: I						
LINE DESCRIPTION: INSTR MATERIAL-GENERAL PURPOSE															
CURR MOD BUDGET:				47,834.00				EXPENDITURE:				18,914.45			
UNEXPENDED BUDGET:				28,919.55				ROLLED JOB-ENC:				0.00			
ROLLED ENC:				0.00				ROLLED PRE-ENC:				0.00			
TOTAL ROLLED AMT:				0.00											
SPEC CARRYOVER APRV:				0.00											
COMPUTED CARRYOVER:				28,919.55				TOTAL CARRYOVER:				28,920			

CRRY is a user-maintained table.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED**Carryover System Table (CRRY), continued****FIELD DESCRIPTIONS:****Fiscal Year:**

The last two digits of the budget fiscal year.

Fund:

The three-digit code that identifies the funding source (i.e. 001-General Fund, Unrestricted, 003-General Fund, Restricted)

Area:

Three-character alphanumeric code, which represents the organization that, administers the budget.

Organization:

The four-digit code used to identify each school and office site.

Program:

Used in budget and accounting system to identify the account to be charged for expenditures.

Object:

Indicates the object of expenditure code used to describe the item or services purchased.

Appr Unit:

Identifies the three-character code that groups expense budget lines into a unit for budget control purposes. This provides flexibility in spending and set a level of control.

Program Class:

Identifies the code assigned to group programs into classifications for reporting purposes.

CO Type:

Identifies the two-digit code to describe the type of carryover for this program. The first digit describes the type of carryover for regular schools and offices, the second digit describes the type of carryover for LEARN Schools. (i.e. CO Type 51 would indicate a carryover of unexpended balances (positive and negative) regular schools and no carryover for LEARN Schools.)

Elig:

If the Eligibility Indicator field is 'E', the program is associated with a specially funded grant. Valid values are: 'I' and 'E'.

Line Description:

Description of this line as entered on the expense budget transaction (EB) or if none entered, the object name from the Object (OBJT) table will appear.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED**Carryover System Table (CRRY) – Field Descriptions, continued****Curr Mod Budget:**

This amount is the current modified budgeted amount, which includes updates and adjustments for this fiscal period.

Expenditure:

The total amount spent against this program.

Unexpended Budget:

The total balance remaining in this program (i.e. the current modified budget minus the expenditure equals the unexpended budget).

Rolled Job-Enc:

The total amount of the job encumbrances rolled over to the new fiscal year.

Rolled Enc:

The total amount of the encumbrances rolled over to the new fiscal year.

Rolled Pre-Enc:

The total amount of the pre-encumbrances rolled over to the new fiscal year.

Total Rolled Amt:

The total amount of job-encumbrances, encumbrances and pre-encumbrances rolled over the new fiscal year.

Spec Carryover Aprv:

Amount of the carried forward to the new fiscal year based on special approval of the Carry Over Committee.

Computed Carryover:

The calculated total amount of the carryover for this program.

Total Carryover:

The actual carryover amount that will be budgeted in the new fiscal year for this program.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED

OBJECT TABLE (OBJT)

PURPOSE/DESCRIPTION:

The Object Table (OBJT) contains object codes, which are used to identify specific items and services purchased in IFS. The table displays the 4-character code assigned for each object and the name of the item. It also lists sub-object classifications for each object code.

HOW TO ACCESS:

From a table:

ACTION field: Type **N** for next or new.

SCREEN field: Type **OBJT** for Object Table.

Press **Enter/Right Ctrl** to access the table.

When displayed, S for scan is in the **ACTION** field.

Type in the key data to retrieve a specific record. Type **FY**, and **OBJT**, or press **Enter/Right Ctrl** to view the various Object codes in IFS.

OBJECT TABLE (OBJT)

ACTION: R		SCREEN: OBJT		USERID: IFS9		01/10/00		08:08:41 AM	
H- OBJECT TABLE									
KEY IS FISC YEAR, OBJECT									
FY: 00									
OBJT	CLS	CAT	TYP	GR	OBJECT NAME	SHORT NAME	E	OPR	P 1099
----	----	----	----	----	-----	-----	L	N/O	S TYPE ST
4310	430	43	40		INSTR MATERIAL-GENERAL PURPOSE	INSTR MAT-GP	N	A	7 A
4340	430	43	40		INSTR MATERIAL-ELEMENTARY	INSTR MAT-EL	N	A	7 A
4350	430	43	40		INSTR MATERIAL-SECONDARY	INST MAT-SEC	N	A	7 A
4377	430	43	40		RE INSTR MATERIAL-REIMB OBJT	INSTR MTL-RE	Y	A	7 A
4398	430	43	40		INSTR MATERIAL-ADJUSTMENTS	INST MAT-ADJ	N	A	7 A
4399	430	43	40		RE INST MAT-ADJ-BGT/EXP	INST MAT-ADJ	Y	A	7 A
4501	450	45	40		GENERAL SUPPLIES	GEN SUPPLIES	N	A	7 A
4502	450	45	40		ADVISORY COMMITTEE EXPENSES	ADVISORY COM	N	A	7 A
4503	450	45	40		MAINTENANCE/OPERATIONS-SUPPLIE	M/O SUPPLIES	N	A	7 A
4504	450	45	40		REPROGRAPHIC SERVICES	REPRO SVCS	N	A	7 A
4505	450	45	40		DIST ADMIN SUPPLIES (GROW ACCT	DIST ADM SUP	N	A	7 A
4506	450	45	40		JOB COST ENCUMB-STANDING JOBS	JC ENC-STAND	N	A	7 A
4507	450	45	40		MAINTENANCE/OPER-JOB COST-MAT	M/O - JCM	N	A	7 A

OBJT is a user-maintained table.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED**Object Table (OBJT), continued****FIELD DESCRIPTIONS:****FY:**

The last 2 digits of the budget fiscal year.

Objt:

Indicates the object of expenditure code used to describe the item or services purchased.

Cls:

Identifies the three-digit code to describe the sub-classification for this object.

Cat:

Identifies the two-digit code to describe the object category.

Typ:

Identifies the two-digit code to describe the object type.

GR:

This field will display 'RE' to identify the reimbursable object codes. The reimbursable object codes end with '77' or '99' in the last two digits and is used for budget and accounting purposes.

Object Name:

Indicates the full name of the object code that will appear on reports.

Short Name:

Indicates the short name of the object code that will appear on reports when limited space is available.

EL:

This field is not in use.

Opr N/O:

Indicates if the object is operating (O) or not operating (N).

PS:

Indicates whether the object is payroll-related. Valid values are: 'Y' or 'N'.

1099 Type:

Identifies the code to describe return type and income type of the object if expenses relating to this object are reportable under IRS standards for 1099 reporting.

ST:

Identifies if the status of this object is active (A) or inactive (I).

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED

ORGANIZATION TABLE (ORGN)

PURPOSE/DESCRIPTION:

The Organization Table (ORGN) defines valid organization codes and assigns area/organization relationships. The organizations are breakdowns of areas. Areas can be divided into any number of organizations. This table also displays the hierarchy levels that determines which organization has the responsibility for administering the budgets and expenditures.

HOW TO ACCESS:

From a table:

ACTION field: Type **N** for next or new.

SCREEN field: Type **ORGN** for Organization Table.

Press **Enter/Right Ctrl** to access the table.

When displayed, S for scan is in the **ACTION** field.

Type in the key data to retrieve a specific record. Type **Fiscal Year**, and **Area**, or press **Enter/Right Ctrl** to view the various Organization codes in IFS.

ORGANIZATION TABLE (ORGN)

ACTION: R SCREEN: ORGN USERID: IFS9					01/10/00	08:41:41 AM
ORGANIZATION TABLE						
KEY IS FISC YEAR, AREA, ORGANIZATION						
FISCAL YEAR: 00	AREA: WDF	ORGANIZATION: 7999				
ORG NAME: WONDERSFUL		ORG MANAGER:				
FUND:	STATUS: A	INV IND: N				
LEVEL IND: 01	BUYER:	GRANT IND: N				
PROGRAM:	FUNCTION:	PROJECT:				
APPROVAL: N		MY IND: N				
EXCL BUDGET PREP: N						
JOB NUMBER SP: A JOB NUMBER RV: N SUB ORG SP: N SUB ORG RV: N						
BUDGETING ORGANIZATION LEVELS						

EXPB ORG LVL: 01 REVB ORG LVL: 01						
REPORTING ORGANIZATIONS						

ORG 1: 7999	ORG 2:	ORG 3:	ORG 4:	ORG 5:		
	ORG 6:		ORG 7:			

ORGN is a user-maintained table.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED**Organization Table (ORGN), continued****FIELD DESCRIPTIONS:****Fiscal Year:**

The last 2 digits of the budget fiscal year.

Area:

Three-character alphanumeric code that represents the site that administers the budget.

Organization:

The four-digit code used to identify each school and office site.

Org Name:

Displays the name of the organization that will appear on reports.

Org Manager:

Displays the name of the organization manager that will appear on reports.

Fund:

This field is not used.

Status:

Indicates whether the organization is active (A) or inactive (I).

Inv Ind:

Indicates whether the organization is an inventory organization. Valid values are: 'Y' or 'N'.

Level Ind:

Identifies the hierarchy level that this organization reports to any other organization. (i.e. '01' does not report to any other organization, '02' reports to one organization above itself, '03' reports to two organizations above itself, etc.) This field allows up to 12 organization hierarchy levels.

Buyer:

Identifies the buyer code for the overriding buyer associated with the organization.

Grant Ind:

A 'Y' in this field indicates that this organization code represents a Grant.

Program:

The code in this field will be used as a default program code to process transactions when no other program code is supplied. If left blank, no default code will be associated with this organization. The program code must be valid on the PROG table.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED**Organization Table (ORGN) – Field Descriptions, continued****Function:**

Identifies the Function code associated with this organization. The Function code identifies the budget-funding source.

Project:

Indicates whether this organization is associated with a project. Code must be valid on the PROJ table.

Approval:

A 'Y' in this field indicates if this organization has its own approval requirements, which will override both the default approval requirements established for each transaction type and the area approval requirements.

My Ind:

A 'Y' indicates that the organizational budget spans fiscal years and multiple budgeting and accounting will be supported in IFS.

Excl Budget Prep:

A 'Y' in this field indicates that budget preparation is excluded for only this organization. If both the EXC BP field on AREA and the EXCL BUDGET PREP field on ORGN have an 'N', a budget preparation entry is created.

Job Number SP:

Indicates if job numbers are required on spending transactions for this organization. Valid values are N, A, 1, 2, or 3.

Job Number RV:

Indicates if job numbers are required on revenue transactions for this organization. Valid values are Y, N, or A.

Sub Org SP:

Indicates if sub-organization codes are required on spending transactions for this organization. Valid values are Y, N, 1, 2, or 3.

Sub Org RV:

Indicates if sub-organization codes are required on revenue transactions for this organization. Valid values are Y or N.

Budgeting Organization Levels – EXPB Org Lvl:

Identifies the level of the expense budget organization to which this organization reports. Valid values are 01 through 12.

BUDGET TABLES OVERVIEW – USER MAINTAINED, CONTINUED**Organization Table (ORGN) – Field Descriptions, continued****Revb Org Lvl:**

Identifies the level of the revenue budget organization to which this organization reports. Valid values are 01 through 12.

Reporting Organizations – Org 1-7:

Identifies the appropriate organization codes for the higher level organizations to which this organization reports.

BUDGET TABLES OVERVIEW - USER MAINTAINED, CONTINUED

PROGRAM TABLE (PROG)

PURPOSE/DESCRIPTION:

The Program Table (PROG) contains programs, which are used in the budget, and accounting systems to identify, which account the funds, are budgeted and charged for expenditure.

HOW TO ACCESS:

From a table:

ACTION field: Type **N** for next or new.

SCREEN field: Type **PROG** for Program Table.

Press **Enter/Right Ctrl** to access the table.

When displayed, **S** for scan is in the **ACTION** field.

Type in the key data to retrieve a specific record: **FISCAL YEAR, PROGRAM**

Press **Enter/Right Ctrl** to display the requested record.

PROGRAM TABLE (PROG)

ACTION: R	SCREEN: PROG	USERID: IFS9	01/10/00	09:10:15 AM
PROGRAM TABLE				
KEY IS FISC YEAR, PROGRAM				
01-				
FY: 00	PROGRAM: 4170	CLASS: 003B	CATEGORY: 000A	TYPE: 003B GRP:
GRANT:	SDPG: 0000	FUNC: 0010	JOB NUMBER SP:	JOB NUMBER RV:
NAME :	IMA-SCHS	SHORT NAME:	IMA-SCHS	ELIG: I
STATUS IND:	A FUND:001	CARRYOVER TYPE:	55 PROJ REQUIRED:	CAPITALIZED: N
02-				
FY: 00	PROGRAM: 4171	CLASS: 0000	CATEGORY: 000A	TYPE: 0000 GRP:
GRANT:	0000 SDPG: 1301	FUNC: 0010	JOB NUMBER SP:	JOB NUMBER RV:
NAME :	SCIENCE MATERIALS	SHORT NAME:	SCIENCE MAT	ELIG: I
STATUS IND:	A FUND: 003	CARRYOVER TYPE:	55 PROJ REQUIRED:	CAPITALIZED: N
03-				
FY: 00	PROGRAM: 4172	CLASS: 0065	CATEGORY: 000G	TYPE: 0065 GRP:
GRANT:	SDPG: 0000	FUNC: 0010	JOB NUMBER SP:	JOB NUMBER RV:
NAME :	10SCH PROG-INTEG-DISCRETNRY FD	SHORT NAME:	10SC-INTEG-D	ELIG: I
STATUS IND:	A FUND: 003	CARRYOVER TYPE:	PROJ REQUIRED:	CAPITALIZED: N

PROG is a user-maintained table

BUDGET TABLES OVERVIEW - USER MAINTAINED, CONTINUED**Program Table (PROG), continued****FIELD DESCRIPTIONS:****FY:**

Last two digits of Budget Fiscal Year.

Program:

Four-character code used to identify specific program or account. Previously called appropriation code.

Class/Category/Type:

Codes assigned to group programs into sub-groups for reporting purposes.

Grp:

Group code identifies the Administered Division the program is assigned. This code converts to the Area Code when the letter 'A' is placed in front of the two-character group code. A blank field indicates that program is an operational account.

Grant:

This field is not used.

SDPG:

This is a four-character code that identifies the State Defined Program code associated with this program.

Func:

Budget codes that identify the funding source.

Job Number SP:

If this code is 'Y' spending transactions must be entered with a valid job number.

Job Number RV:

If this code is 'Y' revenue transactions must be entered with a valid job number.

Name:

Identifies the name of the Program.

Short Name:

An abbreviated name of the Program used on reports when the field has limited space.

Elig:

If the Eligibility Indicator field is 'E', the program is associated with a specially funded grant.

Status Ind:

Status Indicator displays 'A' to denote if program is Active or 'I' for Inactive programs.

BUDGET TABLES OVERVIEW - USER MAINTAINED, CONTINUED**Program Table (PROG) – Field Descriptions, continued****Fund:**

The Fund code associated with the program.

Carryover Type:

This code determines budget carryover calculations at the end of a fiscal year.

Proj Required:

If this code is 'Y', spending transactions must be entered with a valid project number.

BUDGET TABLES OVERVIEW, CONTINUED**System Maintained Tables**

The following IFS budget screens provide a 4-part view of the budget structure in relationship to how system edits are completed. The budget screens in this section are system maintained tables, in that they are not directly updated by the user. They are updated as a result of any IFS transaction processing through the system. For example, when a purchase order is processed and accepted in IFS, certain system maintained tables are updated automatically. These screens are available for viewing through online inquiry.

The 4 budget tables that automatically update as a result of transactions processing are: Expense Budget Table (EXPB), Appropriation Table (APPR), Expense Budget Summary Table (ESUM), and Budget Appropriation Summary Table (ASUM). There are 2 types of district budget control levels used in IFS. Budget controls are established by fund and area displayed on the FUND table.

The first budget control level is Presence Control. When editing an IFS transaction, the system's first check is the Expense Budget Table (EXPB) for verification that the budget line used is present. An expense budget line is a combination of Budget Fiscal Year, Area, Organization, Fund, Program, and Object codes. At this first-level check, the system does not check availability of funds, but merely for validation of the budget line used.

The second budget control level is Full Control. When completing an IFS transaction, the system's final edit checks for availability of funds at the Appropriation Table (APPR). This screen displays the Appropriation Unit, which is the sum or the total of a group of similar types of expense budget lines. Monies are designated to each district site through the Appropriation Unit that contains a group of Expense Budget Lines. The system checks the Uncommitted Amount field on this table, for verification of available funds.

In addition to Full Control, an Expense Budget Line within an Appropriation Unit can be marked with Spending Control Indicator. This second type of Full Control limits the budgeted available amount to the specific budget line, in addition to the Appropriation Unit.

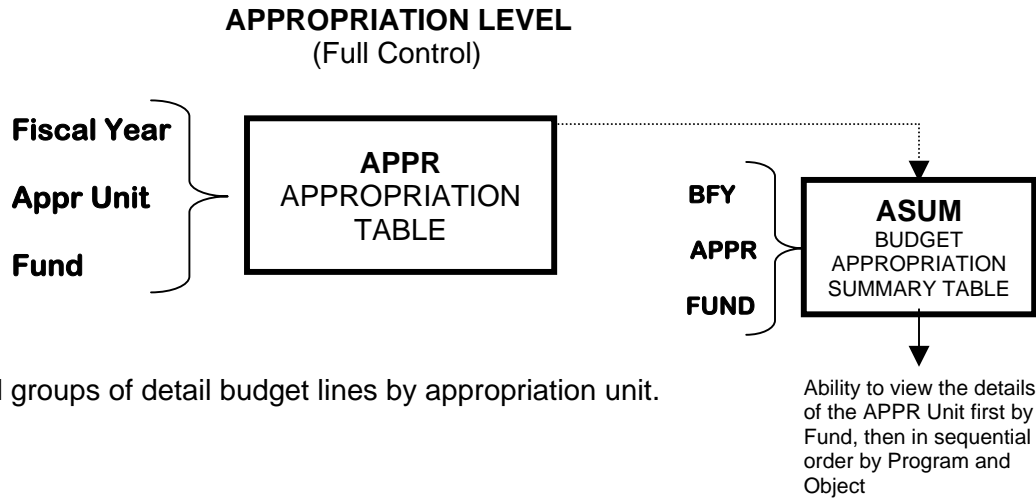
On each of the budget screens Key Data is required to display budget information. For example, at the Expense Budget Table (EXPB) screen the Key Data is FISC YEAR, FUND, AREA, ORG, PROGRAM. Following entry of the key data, press the Enter/right Ctrl key to display budget information.

The Leafing feature allows users to carry forward the key data to the next related budget screen. This enables users to display related budget information without having to re-enter the required Key Data. To view this feature, enter 'L' in the action field and press the Enter/Right Ctrl key.

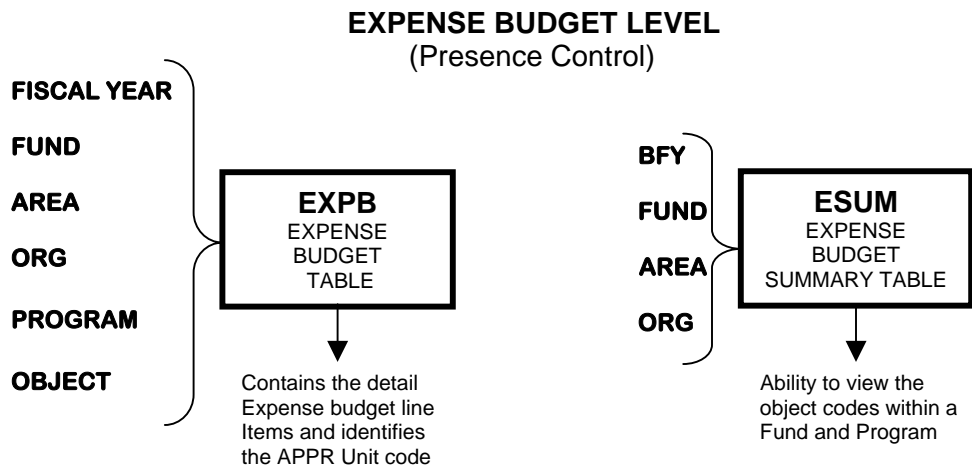
BUDGET TABLES OVERVIEW - SYSTEM MAINTAINED, CONTINUED

Budget Tables Relationship Chart

As accounting transactions are accepted by the system, pre-encumbrance, encumbrance, and expenditure entries will be posted to the tables and ledgers. The primary inquiry tables showing fiscal year-to-date summaries are shown below:



Contains summarized groups of detail budget lines by appropriation unit.



System follows this path: EXPB, APPR, ASUM, (L) ESUM

Online balances for uncommitted and unobligated appropriation and expense budgets are updated automatically by accepted transactions overnight.

L = Leaf allows moving to a related table containing same information in alternative formats.

BUDGET TABLES OVERVIEW - SYSTEM MAINTAINED, CONTINUED

EXPENSE BUDGET TABLE (EXPB)

PURPOSE/DESCRIPTION:

The Expense Budget Table (EXPB) contains the detail expense budget line items. Each screen record is a different combination of fund, area, organization, program, object and appropriation unit. Each record includes account distribution data, budgeted amounts, and pre-encumbered, payroll-encumbered amount, expended, unobligated, and uncommitted amounts.

HOW TO ACCESS:

From a table:

ACTION field: Type **N** for next or new.

TABLEID field: Type **EXPB** for Expense Budget Table.

Press **Enter/Right Ctrl** to access the table.

When displayed, **S** for scan is in the **ACTION** field.

Type in the key data to retrieve a specific record: **FISCAL YEAR, FUND, AREA, ORGN, PROG, and OBJT.**

Press **Enter/Right Ctrl** to display the requested record.

EXPENSE BUDGET TABLE (EXPB)

ACTION: R		SCREEN: EXPB	USERID: IFS9	01/10/00	09:24:14 AM
EXPENSE BUDGET TABLE					
KEY IS FISC YEAR, FUND, AREA, ORG, PROGRAM, OBJECT					
01-					
FISCAL YEAR:	00	FUND:	001	AREA:	WDF ORGANIZATION: 7999
PROGRAM:	4170	OBJECT:	4310	APPR UNIT:	I3B
BUDGETED POS:	0.00	REVENUE SOURCE	REF 1:		
STATUS IND:	A	O/B FLAG:	O	REF 2:	
SPENDING CTL IND:				REF 3:	
SUB-OBJECT OPT:					
		CURRENT AMOUNTS		BEGIN DAY AMOUNTS	
		-----		-----	
APPROV BUDGETED AMT:		74,640.00			
CUR MOD BUDGETED AMT:		90,527.00		90,527.00	
PRE-ENCUMBERED AMT:		0.00		0.00	
ENCUMBERED AMT:		941.69		463.37	
PAYROLL-ENC AMT:		0.00			
EXPENDED AMT:		8,140.24		8,140.24	
UNOBLIGATED AMT:		81,445.07			
UNCOMMITTED AMT:		81,445.07			
LINE DESCR: INSTR MATERIAL-GENERAL PURPOSE					

EXPB is a system-maintained table. This table is updated from the EB, TB transactions as well as pre-encumbrances, encumbrances, and expenditure transactions. Users have the ability to leaf (L) to the next related table (APPR).

BUDGET TABLES OVERVIEW - SYSTEM MAINTAINED, CONTINUED**Expense Budget Table (EXPB), continued****FIELD DESCRIPTIONS:****Fiscal Year:**

The last two digits of the budget fiscal year.

Fund, Area, Organization, Program, Object:

A separate line is maintained for each new fund, area, organization, program, and object combination.

Appr Unit:

The unit of appropriation for the fund/area referenced on expenditure transactions against this budget line.

Status Ind:

Indicates whether the expense budget line is active (A) or inactive (I).

O/B Flag:

Indicates if the expense budget was inactivated in batch mode (B) or was inactivated online mode (O) via the EB transaction.

Spending Ctrl Ind:

If this field is blank, spending against this budget line is controlled by the expense budget controls in the Fund Table (P for presence control or C for full control).

If a 'Y' appears, spending against this object is restricted to the current modified budget amount on the line, regardless of the control set on the Fund Table.

Sub-Object Opt:

'Y' indicates a sub-object code is required on all accounting transactions on this budget line. Blank field indicates the sub-object code is optional.

Approv Budgeted Amt:

Amount budgeted to this object when the budget was officially approved.

Cur Mod Budgeted Amt:

This amount is the current modified budgeted amount, which includes updates and adjustments from Expense Budget (EB) and Transfer Budget (TB) transactions.

Pre-Encumbered Amt:

The total amount of all outstanding requisitions submitted against this budget line.

Encumbered Amt:

The total amount of all outstanding purchase orders submitted against this budget line.

BUDGET TABLES OVERVIEW - SYSTEM MAINTAINED, CONTINUED**Expense Budget Table (EXPB) – Field Descriptions, continued****Payroll-Enc Amt:**

The total outstanding allocated amount for salary charges in this budget line.

Expended Amt:

The total amount spent against this budget line. For example, the total of all payment vouchers, manual warrants and expenditure journal vouchers submitted against this budget line.

Unobligated Amt:

The total amount unobligated in this budget line for the fund and area computed as follows:

- Current Mod Budget Amt minus the total of the Encumbered, Payroll-Encumbered, and Expended amounts.

Uncommitted Amt:

The total amount uncommitted in this budget line for the fund and area computed as follows:

- Current Mod Budget Amt minus the total of the Pre-Encumbered, Encumbered, Payroll-Encumbered, and the Expended amounts.

Line Descr:

Description of this line as entered on the expense budget transaction (EB) or If none entered, the object name from the Object (OBJT) table will appear.

BUDGET TABLES OVERVIEW - SYSTEM MAINTAINED, CONTINUED

APPROPRIATION TABLE (APPR)

PURPOSE/DESCRIPTION:

The Appropriation Table (APPR) contains budget and accounting information summarized by groups of detail budget lines within an appropriation unit. New lines are added to this table as new appropriation units are accepted by IFS via the A1 transaction. Line amounts are updated by accounting transactions or by budget modifications.

HOW TO ACCESS:

From a table:

ACTION field: Type **N** for next or new.

TABLEID field: Type **APPR** for Appropriation Table.

Press **Enter/Right Ctrl** to access the table.

When displayed, **S** for scan is in the **ACTION** field.

Type in the key data to retrieve a specific record: **FISCAL YEAR, APPROPRIATION UNIT, FUND, and AREA**

Press **Enter/Right Ctrl** to display the requested record.

APPROPRIATION TABLE (APPR)

ACTION: R		SCREEN: APPR	USERID: IFS9	01/10/00	08:12:22 AM
APPROPRIATION TABLE					
KEY IS FISC YEAR, APPR UNIT, FUND, AREA					
01-					
FISCAL YEAR: 00		AREA: WDF		APPR UNIT: I3B	
FUND: 001		BUD AUTH OPT: A		O/B FLAG: O	
BUD LINE CTR: 83		STATUS IND: A		SHORT NAME: BAS NRM-IMA	
APPR NAME: BASIC NORM-IMA		CURRENT AMOUNTS		BEGIN DAY AMOUNTS	
		-----		-----	
APPROV APPR AMT:		76,768.00			
CUR MOD APPR AMT:		92,655.00		92,655.00	
TOTAL ALLOT AMT:		0.00			
EST RECEIPT AMT:		0.00			
ACT RECEIPT AMT:		0.00			
PRE-ENCUMBERED AMT:		755.12		186.20	
ENCUMBERED AMT:		14,837.75		13,781.27	
PAYROLL-ENC AMT:		0.00			
EXPENDED AMT:		34,653.89		34,653.89	
UNOBLIGATED AMT:		43,163.36			
UNCOMMITTED AMT:		42,408.24			

APPR is a system-maintained table and is updated as a result of A1, EB, TB transactions as well as pre-encumbrances, encumbrances, and expenditure transactions. Users have the ability to leaf (L) to the next related table (ASUM).

BUDGET TABLES OVERVIEW - SYSTEM MAINTAINED, CONTINUED**Appropriation Table (APPR), continued****FIELD DESCRIPTIONS:****Fisc Year:**

The last two digits of the budget fiscal year.

Appr Unit:

The code used in IFS to identify a district defined accumulation of detail line item budgets by fund, area, object series, program, organization, or any relevant combination.

Fund:

The code that identifies the funding source for the appropriation unit, i.e., Fund 001 represents General Fund, Unrestricted.

Area:

The three-character area responsible for this appropriation amount.

Budget Line Ctr:

Budget Line Counter is the total number of active expense budget lines assigned to the appropriation unit. This field is updated by the EB transactions.

Bud Auth Opt:

Budget authority option specifies what amount should be used as the limit on obligations.

- A = Appropriation amounts only. The appropriation amount as it exists on this table is used as the limit on obligations.
- Y = The appropriation amount as it exists on this table, plus actual receipts against the appropriation is used as the spending limit.

Status Ind:

- A = Active unit of appropriation.
- I = Inactive. Cannot obligate dollars against an inactive unit of appropriation.

Approv Appr Amt:

Amount appropriated to this unit when the budget was officially approved.

Cur Mod Appr Amt:

This amount is the current modified appropriation unit amount, which includes updates made with adjustments on appropriation (A1) transactions as entered by Budget Division.

Total Allotment Amount:

The total of all allotments for this unit of appropriation.

BUDGET TABLES OVERVIEW - SYSTEM MAINTAINED, CONTINUED**Appropriation Table (APPR) – Field Descriptions, continued****Est Receipt Amt:**

The estimated receipts for this unit of appropriation as entered and modified on the appropriation and allotment transactions entered by Budget Division.

Act Receipt Amt:

The actual total of all cash receipt transactions entered during the year for this unit of appropriation.

Pre-Encumbered Amt:

The total amount of all outstanding requisitions submitted against this unit of appropriation.

Encumbered Amt:

The total amount of all outstanding purchase orders submitted against this unit of appropriation.

Payroll-Enc Amt:

The total outstanding amount allocated for salary charges in this unit of appropriation.

Expended Amt:

The total amount spent against this unit of appropriation. For example, the total of all payment vouchers, manual warrants and expenditure journal vouchers submitted against this unit of appropriation.

Unobligated Amt:

The total amount unobligated in this unit of appropriation for the fund and area computed as follows:

- Current Mod Appr Amt minus the total of the Encumbered, Payroll Encumbered and Expended Amounts.

Uncommitted Amt:

The total amount uncommitted in this unit of appropriation for the fund and area computed as follows:

- Current Mod Appr Amt minus the total of the Pre-Encumbered, Encumbered, Payroll Encumbered and the Expended amounts.

BUDGET TABLES OVERVIEW - SYSTEM MAINTAINED, CONTINUED

BUDGET APPROPRIATION SUMMARY TABLE (ASUM)

PURPOSE/DESCRIPTION:

The Budget Appropriation Summary Table (ASUM) allows the user to view the Expense Budget Master Table in a summarized format. The summarization is based on the Appropriation Unit, Fund, Area, Organization, Program and Object within the budget fiscal year. The information on each line is pulled from the Expense Budget Master table and is an alternate view of the **EXPB**. The **EXPB** table displays one budget line per screen while the **ASUM** table displays a line by line break-out of each of the budget lines within the appropriation and fund.

HOW TO ACCESS:

From a table:

ACTION field: Type **N** for next or new.

TABLEID field: Type **ASUM** for Budget Appropriation Summary Table.

Press **Enter/Right Ctrl** to access the table.

When displayed, S for scan is in the **ACTION** field.

Type in the key data to retrieve a specific record:

BUDGET FISCAL YEAR, APPROPRIATION UNIT, FUND, and AREA.

Press **Enter/Right Ctrl** to display the requested record.

To display Appropriation Unit totals, type **S** in the **ACTION** field and **Y** in the **TOTALS IND**, press **Enter/Right Ctrl**.

BUDGET APPROPRIATION SUMMARY TABLE (ASUM)

ACTION: R				SCREEN: ASUM	USERID: IFS9	01/10/00	09:33:12 AM
H- KEY IS BFY,APPR,FUND,AREA,ORG,PROG,OBJ							
*** BUDGET APPROPRIATION SUMMARY TABLE ***							
BFY:00		APPR::I3B		FUND: O01	AREA: WDF	TOTALS IND:	
APPR NAME: BAS NRM-IMA				TOTALS:		94,190.00	55,185.63
						1,303.08	24,704.31
OBR	PROG	OBJ	CURRENT BUDGET		ENCUMBERED AMT	EXPENDED AMT	
----	----	----	-----		-----	-----	
			PRE-ENCUMB AMT	PAYROLL-ENC	AVAIL AMT		
			-----	-----	-----		
01-	7999	3137 4310	4,705.00	0.00	0.00		
			0.00	4,705.00			
02-	7999	3137 4377	0.00	0.00	0.00		
			0.00	0.00			
03-	7999	3137 4501	0.00	0.00	1,540.81		
			0.00	-1,540.81			
04-	7999	3137 4504	0.00	0.00	0.00		
			0.00	0.00			

ASUM is a system-maintained table and is updated from EB and TB transactions as well as pre-encumbrances, encumbrances and expenditure transactions. Users have the ability to leaf (L) to the next related table (L) ASUM.

BUDGET TABLES OVERVIEW - SYSTEM MAINTAINED, CONTINUED**Budget Appropriation Summary Table (ASUM), continued****FIELD DESCRIPTIONS:****BFY:**

The last two digits of the budget fiscal year.

Appr:

Code that identifies the Appropriation Unit.

Fund:

Indicates the funding source for this Appropriation Unit.

Area:

Identifies who is responsible for this Appropriation Unit.

Totals Ind:

Enter 'Y' if totals are desired ('S' in the **ACTION** field). This will allow user to view total amounts in the unit for each column.

Org:

Four-digit code to identify the site.

Prog:

Four-digit code to identify the account.

Obj:

The budgeted object of expenditure.

Current Budget:

Current amount budgeted including adjustments made to the budget line.

Encumbered Amt:

Total amount of all outstanding purchase orders and salaries processed for this budget line.

Expended Amt:

Total amount spent against this budget line (i.e., payroll, payment vouchers, etc.)

Pre-Encumb Amt:

Total amount of all outstanding requisitions submitted against the budget line.

Avail Amt:

The total balance remaining in the budget line.

BUDGET TABLES OVERVIEW - SYSTEM MAINTAINED, CONTINUED

EXPENSE BUDGET SUMMARY INQUIRY (ESUM)

This Expense Budget Summary Inquiry (ESUM) table provides the ability to view more than one object budget line belonging to a specific budget fiscal year, fund, area, organization, and program. The information is pulled directly from the Expense Budget Table (EXPB).

HOW TO ACCESS:

From a table:

ACTION field: Type **N** for new or new.

TABLEID field: Type **ESUM** for Expense Budget Summary Inquiry.
Press **Enter/Right Ctrl** to access the table.

When displayed, **S** is in the **ACTION** field.

Type in the key data to retrieve a specific record:

BUDGET FISCAL YEAR, FUND, AREA, ORGANIZATION, PROGRAM

Press **Enter/Right Ctrl** to display the requested record.

Totals for each amount column may be displayed by entering **S** in the **ACTION** field and **Y** in the Totals Indicator. Press **Enter/Right Ctrl**.

EXPENSE BUDGET SUMMARY INQUIRY (ESUM)

ACTION: R		SCREEN: ESUM	USERID: IFS9	01/10/00	09:24:06 AM
*** EXPENSE BUDGET SUMMARY INQUIRY ***					
BFY:00	FUND:001	AREA:WDF	ORG:7999	PROG:4170	TOTALS IND:
TOTALS:		90,527.00	14,837.75	33,071.53	755.12
		41,862.60			
OBJ	DESCRIPTION	CURRENT BUDGET	ENCUMBERED AMT	EXPENDED AMT	PRE-ENCUMB AMT
----	-----	-----	-----	-----	-----
		AVAIL AMT			

4310	INSTR MATERIAL	90,527.00	941.69	8,140.24	0.00
		81,445.07			
4340	INSTR MATERIAL	0.00	0.00	0.00	0.00
		0.00			
4350	INSTR MATERIAL	0.00	0.00	0.00	0.00
		0.00			
4377	INSTR MATERIAL	0.00	0.00	0.00	0.00
		0.00			

ESUM is a system-maintained table and is an alternate display of the EXPB table.

BUDGET TABLES OVERVIEW – SYSTEM MAINTAINED, CONTINUED**Expense Summary Table (ESUM), continued****FIELD DESCRIPTIONS:****BFY:**

The last two digits of the budget fiscal year.

Fund: } A separate screen is provided
Area: } for accounting lines
Org: } comprised of fund, area,
Prog: } organization, and program.

Totals Ind:

Enter 'Y' if totals are desired ('S' in the **ACTION** field). This will allow user to view total amounts in the unit for each column.

Obj:

The budgeted object of expenditure.

Description:

Short description for each expense budget line.

Current Budget:

Current amount budgeted including adjustments made to this budget line.

Encumbered Amt:

Total amount of all outstanding purchase orders and salaries processed for this budget line.

Expended Amt:

Total amount spent against this budget line (i.e. payroll, payment vouchers, etc.)

Pre-Encumb Amt:

Total amount of all outstanding requisitions submitted against this budget line.

Avail Amt:

Total balance remaining in this budget line.

ONLINE GENERAL LEDGERS – SYSTEM MAINTAINED

ONLINE GENERAL LEDGERS (OLGL/OLG2)

PURPOSE/DESCRIPTION:

When a transaction is processed and accepted in IFS, it generates one of the following types of accounting effects; a pre-encumbrance, an encumbrance, or an expenditure against a specific account distribution. When a user views the EXPB and notices activity has occurred on an expense budget line and needs to identify what transaction created the activity (stock item, non-stock item, etc.), the Online General Ledgers (OLGL/OLG2) may be viewed to see the details of that account type. Use the OLGL to view the detail transactions that display EXPB pre-encumbrances, encumbrances and expenditure amounts. The entire accounting distribution and the dollar amount is shown on this screen. The table is updated each night with the transactions accepted by the system that day.

The Online General Ledger stores information by Account Type:

- Pre-encumbrance = 20
- Encumbrance = 21
- Expenditures = 22
- Budget Transactions = 41

HOW TO ACCESS:

From a table:

ACTION field: Type **N** for next or new.

TABLEID field: Type **OLGL** for Online General Ledger.
Press **Enter/Right Ctrl** to access the table.

When displayed, S for scan is in the **ACTION** field.

Type in the key data to retrieve a specific record:

FISCAL YEAR, FUND, AREA, ORGANIZATION, PROGRAM, OBJECT, ACCOUNT TYPE

Press **Enter/Right Ctrl** to display requested record.

ONLINE GENERAL LEDGER (OLGL)

ACTION: R SCREEN: OLGL USERID: IFS 99										01/10/00 09:51:10 AM	
KEY IS FY, FUND, AREA, ORG, PROG, OBJ/REV, BS-ACCT, AC, SUB ORG, SUB OBJ/REV,											
JOB #, REPT CAT, TRANS DATE, FM, TRANS ID											
DETAIL	FY	FUND	AREA	ORG-SUB	PROG	OB/RV-SB	BS-ACCT	JOB #	REPT-CAT	AC	
GEN-LED	00	001	WDF	7999	4170	4310				20	

TRN DATE	FM	TRANS ID		VENDOR		DESC/VEND-INV		DOLLAR AMOUNT			

981211	06	CI00000422286						-17.50			
981109	05	PCD9-00204943		137016 UNITED S				-1,172.00			
981023	04	RX7999-000406		137016 UNITED S				1,172.00			
981020	04	CI00000412315						-535.52			
981020	04	CI00000412316						-174.61			
981012	04	SR7999-000340						174.61			
981007	04	SR7999-000339						535.52			
981005	04	CI00000408611						-1,177.92			
980918	03	CI00000405834						-35.00			

OLGL is a system-maintained table and is updated nightly with all transactions accepted by the system.

ONLINE GENERAL LEDGERS – SYSTEM MAINTAINED, CONTINUED

Online General Ledgers (OLGL/OLG2), continued

A continuation screen (OLG2) can be viewed by entering **L** for leaf in the **ACTION** field and pressing **Enter/Right Ctrl**. This allows viewing of the second portion of the Online General Ledger screen and identifies other data, such as reference numbers, User ID and line descriptions for each transaction line.

ONLINE GENERAL LEDGER – CONTINUATION (OLG2)

ACTION: R SCREEN: OLG2 USERID: IFS 99 01/10/00 09:53:12 AM										
KEY IS FY, FUND, AREA, ORG, PROG, OBJ/REV, BS-ACCT, AC, SUB ORG, SUB OBJ/REV,										
JOB #, REPT CAT, TRANS DATE, FM, TRANS ID										
DETAIL	FY	FUND	AREA	ORG-SUB	PROG	OB/RV-SB	BS-ACCT	JOB #	REPT-CAT	AC
GEN-LED	00	001	WDF	7999	4170	4310				20

TRN DATE	TRANS ID	USER ID	REF	TRANS ID	IG	REF	BANK	LINE	DESCRIPTION	
981211	CI00000422286		SR	7999-000325	001	WXX				
981109	PCD9-00204943	JSJMS	RX	7999-000406						
981023	RX7999-000406									
981020	CI00000412315		SR	7999-000339	001	WXX				
981020	CI00000412316		SR	7999-000340	001	WXX				
981012	SR7999-000340				001	WXX				
981007	SR7999-000339				001	WXX				
981005	CI00000408611		SR	7999-000334	001	WXX				
980918	CI00000405834		SR	7999-000327	001	WXX				

OLG2 is a system-maintained table and is updated nightly with all transactions accepted by the system.

ONLINE GENERAL LEDGERS – SYSTEM MAINTAINED, CONTINUED**Online General Ledgers (OLGL/OLG2), continued****FIELD DESCRIPTIONS:****Trn Date:**

The transaction date of the ledger record.

FM:

Fiscal month in which the ledger record was posted (July = 01, August = 02, etc.).

Trans ID:

The IFS transaction code (SR = Stock Requisition, RX = Nonstock Requisition, etc.) and document identification number created for that transaction.

Desc/Vend-Inv:

Document description for the ledger record, or where appropriate, the vendor invoice number.

Dollar Amount:

The amount of the transaction.

OLG2 (SCREEN 2)**User ID:**

The Userid Code of the person who entered and/or authorized the transaction.

Ref Trans ID:

Referenced transaction code and document Identification number.

IG Ref:

Intra-school district reference fund and area, if appropriate (usually the warehouse code)

Bank:

Bank Account code, where appropriate.

Line Description:

Identifies description of the ledger record (usually object of expenditure name).