

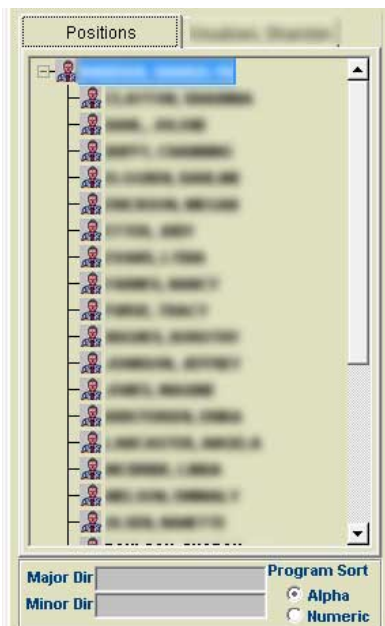
There are two sections of this screen (left portion and right portion)

LEFT PORTION:

This tab shows all the budgets in your school in three different ways:

- Major Programs – summary of all programs
- Programs – individual summary, one program at a time
- Buckets – parts of a program

To give permission for someone at your school to review a particular budget, click on that budget and then use the “Permissions” button at the bottom of this screen and insert their name in the list and save.



The “Positions” tab lists the people at your school who have been granted rights to see certain budgets, and the budgets they have been granted to view.

To navigate these nodes, click on the “+” sign to expand. Click the resulting “-“ sign to retract again.

Major Programs – Summary of Programs

General Ledger Budget Summary

Expense Revenue Period: MAR2012 Year: 2012

Positions: BUDGETS, MAJOR PROGRAMS, FUNDS, 30: Capital Outlay, 9909: School Capital Prog, 10: General Fund, 15: Instructional Materials, 1100: Other District Progr, 5601: State Programs, 21: Student Activity Fund, 4000: Administrative Prog, 4100: Class Programs, 4800: Grade Level Progr, PROGRAMS, BUCKETS

Description	YTD Budget	YTD Carry-Over	Budget Total	YTD Actuals	Outstanding Encumbrance	Budget Balance	% Spent
2838: CUSTODIAL SUPPLIES/CE	4,529.00	46.36	4,575.36	3,426.17	0.00	1,149.19	74.9%
15: INSTRUCTIONAL SUPPLIES	29,034.00	81.28	29,115.28	26,558.67	0.00	2,556.61	91.2%
246: LIB/MEDIA COLLECTION L	602.00	0.00	602.00	119.45	0.00	482.55	19.8%
247: LIBRARY/MEDIA MATERIAL	4,176.00	0.00	4,176.00	3,446.27	0.00	729.73	82.5%
22: SCHOOL DIRECTOR ALLOTT	0.00	0.00	0.00	0.00	0.00	0.00	0%
40: SCHOOL FURNITURE AND EG	7,142.00	1,468.86	8,610.86	5,439.45	0.00	3,171.41	63.2%
30: SCHOOL REPAIR AND MAINT	1,722.00	2,331.07	4,053.07	0.00	0.00	4,053.07	0%
20: TEXTBOOKS LOC-114	11,490.00	506.29	11,996.29	11,815.80	0.00	180.49	98.5%
	58,695.00	4,433.86	63,128.86	50,805.81	0.00	12,323.05	

ACTUAL DETAILS

☒ Auto Populate Details

Payee: DISTRIBUTION CENTER, Date: 20-MAR-2012, Amount: 202.63, WAREHOUSE REQUISITION T, 403001, ID 599716, ACCOUNT 10-114-2012-2838-2600-610

Payee: DISTRIBUTION CENTER, Date: 13-MAR-2012, Amount: 7.00

Payee: DISTRIBUTION CENTER, Date: 28-FEB-2012, Amount: 349.06

Payee: MOTION INDUSTRIES UT, Date: 14-FEB-2012, Amount: 164.66

Payee: DISTRIBUTION CENTER, Date: 10-FEB-2012, Amount: 38.90

Payee: DISTRIBUTION CENTER, Date: 30-JAN-2012, Amount: 241.03

Payee: DISTRIBUTION CENTER, Date: 10-JAN-2012, Amount: 65.00

Payee: DISTRIBUTION CENTER, Date: 05-JAN-2012, Amount: 13.38

Total: 3,426.17

Green = Encumbered records

Detail Reports Who's Paid Rpt Substitute Icon Legend Salaries Dismiss

BUDGETS

MAJOR PROGRAMS

FUNDS

30: Capital Outlay

10: General Fund

15: Instructional Materials

2838: Custodial Sup

15: Instructional Sup

246: Lib/Media Colle

247: Library/Media M

22: School Director

40: School Furniture

30: School Repair A

20: Textbooks LOC

1100: Other District Pro

5601: State Programs

21: Student Activity Fund

4000: Administrative Pro

1. This level is the fund level. Nothing happens when you click on these words.
2. This is the MAJOR PROGRAM level. Click here and see a screen like the one above, with one program per line,
3. If you click the "+" next to a major program, it expands to show all the programs within that major program.

2838 : Custodial Supplies

15 : Instructional Supplies

246 : Library/Media Collection – ETC.

TO PRINT THE MAJOR PROGRAM REPORT:

- Click and highlight MAJOR PROGRAMS as shown below.
- Click the **Reports** button at the bottom of the page.
- This will kick off a file in .pdf that you can either view, save file, or print.

General Ledger Budget Summary

Expense Revenue Period: MAR2012 Year: 2012

Positions: BUDGETS, MAJOR PROGRAMS, FUNDS, 30: Capital Outlay, 9909: School Capital Prog, 10: General Fund, 15: Instructional Materials, 1100: Other District Progr, 5601: State Programs, 21: Student Activity Fund, 4000: Administrative Prog, 4100: Class Programs, 4800: Grade Level Progr, PROGRAMS, BUCKETS

Description	YTD Budget	YTD Carry-Over	Budget Total	YTD Actuals	Outstanding Encumbrance	Budget Balance	% Spent
-------------	------------	----------------	--------------	-------------	-------------------------	----------------	---------

ACTUAL DETAILS

☒ Auto Populate Details

Payee: DISTRIBUTION CENTER, Date: 20-MAR-2012, Amount: 202.63, WAREHOUSE REQUISITION T, 403001, ID 599716, ACCOUNT 10-114-2012-2838-2600-610

Payee: DISTRIBUTION CENTER, Date: 13-MAR-2012, Amount: 7.00

Payee: DISTRIBUTION CENTER, Date: 28-FEB-2012, Amount: 349.06

Payee: MOTION INDUSTRIES UT, Date: 14-FEB-2012, Amount: 164.66

Payee: DISTRIBUTION CENTER, Date: 10-FEB-2012, Amount: 38.90

Payee: DISTRIBUTION CENTER, Date: 30-JAN-2012, Amount: 241.03

Payee: DISTRIBUTION CENTER, Date: 10-JAN-2012, Amount: 65.00

Payee: DISTRIBUTION CENTER, Date: 05-JAN-2012, Amount: 13.38

Total: 3,426.17

Green = Encumbered records

Detail Reports Who's Paid Rpt Substitute Icon Legend Salaries Dismiss

bottom of
format
off as a

The example of this report is shown on page 3

MAJOR PROGRAM REPORT EXAMPLE:

25-MAY-2012
12:46:10 PM

DAVIS SCHOOL DISTRICT
Budget Summary by Major Program

Page 1
GLBSMP\$sm

Period: MAR2012

MAJOR PROGRAMS		YTD Budget	YTD Carry Over	Budget Total	YTD Actuals	Encumbrance	Budget Balance
30 CAPITAL OUTLAY							
9909: School Capital Programs							
9909: Tech Advancement Plan	114	\$2,503.00	\$0.00	\$2,503.00	\$1,034.54	\$0.00	\$1,468.46
30 CAPITAL OUTLAY TOTAL:		\$2,503.00	\$0.00	\$2,503.00	\$1,034.54	\$0.00	\$1,468.46
10 GENERAL FUND							
15: Instructional Materials							
15: Instructional Supplies	114	\$29,034.00	\$81.28	\$29,115.28	\$26,558.67	\$0.00	\$2,556.61
1000: INSTRUCTION OF STUDENTS		\$28,874.00	\$81.28	\$28,755.28	\$26,198.67	\$0.00	\$2,556.61
2400: SCHOOL ADMINISTRATION		\$360.00	\$0.00	\$360.00	\$360.00	\$0.00	\$0.00
20: Textbooks	114	\$11,490.00	\$506.29	\$11,996.29	\$11,815.80	\$0.00	\$180.49
30: School Repair And Maintenance	114	\$1,722.00	\$2,331.07	\$4,053.07	\$0.00	\$0.00	\$4,053.07
40: School Furniture And Equipment	114	\$7,142.00	\$1,468.86	\$8,610.86	\$5,439.45	\$0.00	\$3,171.41
246: Lib/Media Collection	114	\$602.00	\$0.00	\$602.00	\$119.45	\$0.00	\$482.55
247: Library/Media Materials	114	\$4,176.00	\$0.00	\$4,176.00	\$3,446.27	\$0.00	\$729.73
2838: Custodial Supplies/Central	114	\$4,529.00	\$46.36	\$4,575.36	\$3,426.17	\$0.00	\$1,149.19
1100: Other District Programs							
1221: Self Contained - Supplies	114	\$880.00	\$0.80	\$880.80	\$413.30	\$0.00	\$467.50
5601: State Programs							
5290: Trustlands	114	\$28,536.00	\$2,991.92	\$31,527.92	\$16,627.81	\$6,461.62	\$8,438.49
5316: Field Trips/Activity Trips	114	\$3,889.80	\$4,637.70	\$8,527.50	\$4,043.41	\$2,427.50	\$2,056.59
2700: STUDENT TRANSPORTATION		\$3,889.80	\$4,637.70	\$8,527.50	\$7,048.97	\$1,379.50	\$999.03
1000: INSTRUCTION OF STUDENTS		\$0.00	\$0.00	\$0.00	-\$3,005.56	\$1,048.00	\$1,957.56
5376: Qt-Instruction Improv Leaders	114	\$3,351.00	\$0.00	\$3,351.00	\$3,308.36	\$0.00	\$42.64
5671: Excel Program	114	\$0.00	\$2.10	\$2.10	\$0.00	\$0.00	\$2.10
5700: Foundation School Accounts	114	\$7,786.00	\$5,014.01	\$12,800.01	\$4,944.06	\$1,837.50	\$6,018.45
1000: INSTRUCTION OF STUDENTS		\$500.00	\$1,598.32	\$2,098.32	\$727.40	\$197.50	\$1,173.42
1802: 3RD GRADE SPECTRUM		\$250.00	\$363.23	\$613.23	\$534.55	\$0.00	\$78.68
1803: 4TH GRADE SPECTRUM		\$500.00	\$68.26	\$568.26	\$0.00	\$0.00	\$568.26
1804: 5TH GRADE SPECTRUM		\$250.00	\$1.88	\$251.88	\$108.43	\$145.45	\$0.00
1805: 6TH GRADE SPECTRUM BUCKE		\$1,050.00	\$48.83	\$1,098.83	\$898.32	\$0.00	\$402.51
1400:		\$0.00	\$62.50	\$62.50	\$0.00	\$0.00	\$62.50
1437:		\$0.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
1406:		\$750.00	\$0.00	\$750.00	\$303.53	\$0.00	\$446.47
1403:		\$750.00	\$160.41	\$910.41	\$160.41	\$0.00	\$750.00
1439:		\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	\$50.00
1413:		\$499.00	\$0.00	\$499.00	\$0.00	\$497.65	\$1.35
1402:		\$250.00	\$15.57	\$265.57	\$0.00	\$250.00	\$15.57
1431:		\$0.00	\$0.00	\$0.00	-\$100.00	\$0.00	\$100.00
1410:		\$750.00	\$0.00	\$750.00	\$708.56	\$0.00	\$41.44
1425:		\$750.00	\$79.63	\$829.63	\$533.18	\$250.00	\$46.45
1416:		\$490.00	\$0.00	\$490.00	\$0.00	\$0.00	\$490.00
1441:		\$0.00	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
1440:		\$0.00	\$447.19	\$447.19	\$431.86	\$0.00	\$15.33

Click on the program you choose, and the budget screen shows the type of expenditures made within that program.

36

BUCKETS – Subdivision for Programs

General Ledger Budget Summary Expense Revenue Period: MAR2012 Year: 2012

Positions: BUDGETS

MAJOR PROGRAMS

PROGRAMS

4820: Admin Fundraisers LOC

BUCKET SUMMARY

1806: Instruction Of Stud

1801: Cookie Dough

1800: Sally Foster

1806: Science Boards

4003: Building Rental Proceed

4007: Community Council LOC

2838: Custodial Supplies/Cent

5712: Earth Day Mini Grants (E

5671: Excel Program LOCATIO

9500: Facility Improvement LC

4000: Faculty LOCATION-114

Major Dir: Program Sort: Alpha

Minor Dir: EMPTY POSITION

Request

Permissions Detail Reports Who's Paid Rpt Substitute Icon Legend Salaries Dismiss

To begin, we click on the “+” sign next to the Admin Fundraiser program and then click on

“8420:Admin Fundraisers Program”

The budget summary screen displays the whole program by account type.

Next, we click on “BUCKET SUMMARY”

The budget summary screen displays all of the buckets, on bucket per line. Notice the total program budget balance equals the budget balance in the screen above.

General Ledger Budget Summary Expense Revenue Period: MAR2012 Year: 2012

Positions: BUDGETS

MAJOR PROGRAMS

PROGRAMS

4820: Admin Fundraisers LOC

BUCKET SUMMARY

1806: INSTRUCTION OF STUD

1801: COOKIE DOUGH

1800: SALLY FOSTER

1806: SCIENCE BOARDS

4003: Building Rental Proceed

4007: Community Council LOC

2838: Custodial Supplies/Cent

5712: Earth Day Mini Grants (E

5671: Excel Program LOCATIO

9500: Facility Improvement LC

4000: Faculty LOCATION-114

Major Dir: Program Sort: Alpha

Minor Dir: EMPTY POSITION

Request

Permissions Detail Reports Who's Paid Rpt Substitute Icon Legend Salaries Dismiss

Next, we click on one of the buckets

“1806: Science Boards”

The budget summary screen displays just that bucket. Notice the total bucket budget balance for that bucket in the screen above.

General Ledger Budget Summary Expense Revenue Period: MAR2012 Year: 2012

Positions: BUDGETS

MAJOR PROGRAMS

PROGRAMS

4820: Admin Fundraisers LOC

BUCKET SUMMARY

1806: INSTRUCTION OF STUD

1801: Cookie Dough

1800: Sally Foster

1806: Science Boards

4003: Building Rental Proceed

4007: Community Council LOC

2838: Custodial Supplies/Cent

5712: Earth Day Mini Grants (E

5671: Excel Program LOCATIO

9500: Facility Improvement LC

4000: Faculty LOCATION-114

Major Dir: Program Sort: Alpha

Minor Dir: EMPTY POSITION

Request

Permissions Detail Reports Who's Paid Rpt Substitute Icon Legend Salaries Dismiss

If there are buckets within a program, that budget check is at the bucket level.

That way one bucket director does not spend another's funds.

Budget Screen Sections

General Ledger Budget Summary

Expense ☒ Revenue ☐ Period: MAR2012 Year: 2012

Positions: 5376: Q-Instruction Improv L
22: School Director Allotment
5602: School Funded Position
40: School Furniture And Equi
1190: School Paid Substitutes
30: School Repair And Mainte
1221: Self Contained - Supplie
4830: Spectrum LOCATION=11
4816: Student Government LC
1511: Summer School LOCATI
9909: Tech Advancement Plan
20: Textbooks LOCATION=114
5290: Trustlands LOCATION=1
5665: Ustar - Supply Account L
4024: Utah Sales Tax LOCATIO
4026: Vending Pop LOCATION
4818: Yearbook LOCATION=11
BUCKETS

Major Dir: Program Sort: Alpha
Minor Dir: EMPTY POSITION Numeric

Description	YTD Budget	YTD Carry-Over	Budget Total	YTD Actuals	Outstanding Encumbrance	Budget Balance	% Spent
SALARIES	0.00	0.00	0.00	11,544.81	5,017.72	<16,562.53>	100+%
EXTRA DUTY PAYROLL	0.00	0.00	0.00	0.00	0.00	0.00	0%
SUBSTITUTE PAYROLL	0.00	0.00	0.00	678.79	0.00	<678.79>	100+%
STATE RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0%
SOCIAL SECURITY	0.00	0.00	0.00	933.56	383.90	<1,317.46>	100+%
PROFESSIONAL SERVICES	0.00	0.00	0.00	570.20	0.00	<570.20>	100+%
REPAIR & RENT OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0%
PRINTING (550)	0.00	0.00	0.00	857.60	0.00	<857.60>	100+%
IN STATE CONFERENCE & TRAV	0.00	0.00	0.00	0.00	0.00	0.00	0%
	28,536.00	2,991.92	31,527.92	16,627.81	6,461.62	8,438.49	

4 Auto Populate Details

Payee: Date Range: Amount Range: Requery

ACTUAL DETAILS

Payee	Date	Amount
	31-MAR-2012	46.50
	31-MAR-2012	35.04
	31-MAR-2012	36.50
	31-MAR-2012	36.50
	29-FEB-2012	162.75
	29-FEB-2012	36.50
	29-FEB-2012	73.00
	29-FEB-2012	73.00
Total		678.79

6 PAYROLL SYSTEM
PAYROLL CHECK
CHECK NUMBER 1611428
ACCOUNT 10-114-2012-5290-1000-132

7 Permissions Detail Reports Who's Paid Rpt Substitute Icon Legend Salaries Dismiss

* Green = Encumbered records

1. In section 1 you can choose to see expense or revenue, with the default being expense. The expense view shows how much is spent and your balance. Click the revenue radial button and you can see how much was collected and from whom (if that information is entered. It **DOESNOT** show how much you can still spend.
2. In section 2 you can look back at previous period or fiscal years. Right now the last period of the year is JUNE but eventually it will be ADJ2010, or whatever is the corresponding fiscal year. Click the left arrow for last month.
3. This section show budget (how much you have collected), carryover (how much you have left over from last year), YTD Actuals (how much has been spent so far), Encumbrance (items ordered and not yet paid), and Balance. The amount at the bottom (8438.49) is where the system checks to see how much you have left to spend.
4. This is the FILTER section for program details. It will help you narrow down your search for a specific item, or gather items of a particular vendor, amount, or date. The list includes any encumbrances the highlighted line may contain.
5. Section 5 displays the details of the highlighted line in section 3 of this screen. Actuals are displayed in blue font and encumbrances are displayed in a green font. These are displayed chronologically starting with most recent.
6. This section displays additional details connected to the highlighted line in sections 5.
7. Button list:

Permissions: This button allows you to allow others to view budgets as you choose.

Detail: Depending on the line highlighted in block 5, you can get additional details on purchase order screen.

Reports: This is a "Smart" button that runs different reports based upon the block highlighted in the Major Programs / Programs section on the left. This is further described on the next page.

Who's Paid RPT: This button is grayed out on the expense side, but alive when you click the Revenue radial button. This report produces a list of who has paid on a particular product code, and works will based upon what kind of information is entered in the cash register.

Substitute: This button runs a report to give you additional information about a substitute expense such as: Which teacher they were in for, the leave date, and the conference attended. The details for substitute in block 5 shows the name of the substitute, the check date, and their salary expense only.

Icon Legend: This will bring up a screen that shows all the icons and what the mean.

Salaries: This button takes you to a different screen that shows you all salaries that have been paid and are yet to be paid (encumbered) for the specific program you are on.

Dismiss: Takes you back one screen.