

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.

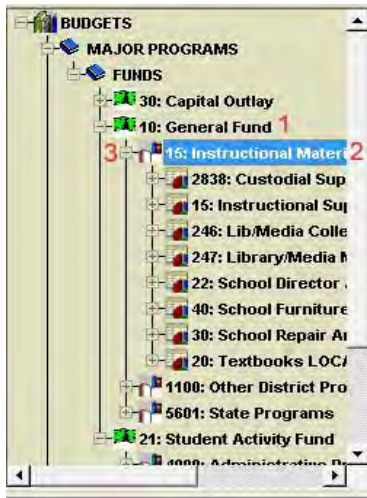


The “Positions” tab lists the people at your school who have been granted rights to see certain budgets, and the budgets they have been granted to view.

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

Major Programs – Summary of Programs

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 ALLOT	0.00	0.00	0.00	0.00	0.00	0.00	0%
40: SCHOOL FURNITURE AND EC	7,142.00	1,468.86	8,610.86	5,439.45	0.00	3,171.41	63.2%
30: SCHOOL REPAIR AND MAIN	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	59,805.81	0.00	12,323.05	



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.



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 GLBSMPSm	
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	\$99.03	
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	\$698.32	\$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	
1408:		\$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	\$708.58	\$0.00	\$43.44	
1425:		\$750.00	\$79.83	\$829.83	\$533.18	\$250.00	\$46.45	
1418:		\$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	\$431.88	\$0.00	\$15.33	

PROGRAMS – Individual Views

The screenshot shows the 'General Ledger Budget Summary' interface. On the left, a tree view under 'PROGRAMS' lists various items like '4820: Admin Fundraisers LOC', '4003: Building Rental Proceed', etc. The main table has columns: Description, YTD Budget, YTD Carry-Over, Budget Total, YTD Actuals, Outstanding Encumbrance, Budget Balance, and % Spent. The table is currently empty. Below the table is an 'ACTUAL DETAILS' section with a table for Payee, Date, and Amount, and a 'Requery' button. At the bottom are navigation buttons: Detail, Reports, Who's Paid Rpt, Substitute, Icon Legend, Salaries, Dismiss.

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

This screenshot shows the same application but with a program selected in the tree view. The main table is populated with data. The 'ACTUAL DETAILS' table shows transactions for 'PAYROLL SYSTEM' and 'PAYROLL CHECK'.

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%
Total	28,536.00	2,991.92	31,527.92	16,627.81	6,461.62	8,438.49	

The 'ACTUAL DETAILS' table shows:

Payee	Date	Amount
PAYROLL SYSTEM	31-MAR-2012	470.93
PAYROLL CHECK	31-MAR-2012	434.70
CHECK NUMBER 1611423	31-MAR-2012	25.62
ACCOUNT 10-114-2012-5290-1000-161	31-MAR-2012	25.62
	31-MAR-2012	128.10
	31-MAR-2012	548.55
	29-FEB-2012	631.35
	29-FEB-2012	615.83
Total		11,544.81

BUCKETS – Subdivision for Programs

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

Description	YTD Budget	YTD Carry-Over	Budget Total	YTD Actuals	Outstanding Encumbrance	Budget Balance	% Spent
EXTRA DUTY PAYROLL	0.00	0.00	0.00	0.00	0.00	0.00	0%
STATE RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0%
SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00	0%
PROFESSIONAL SERVICES	0.00	0.00	0.00	200.00	0.00	<200.00	100%
SUPPLIES & MATERIALS	29,916.67	6,476.58	27,393.25	16,104.00	0.00	10,989.25	58.8%
SCHOOL FUNDS TRANSFERS (S)	0.00	0.00	0.00	3,000.00	0.00	<3,000.00	100%
Total	29,916.67	6,476.58	27,393.25	19,604.00	0.00	7,789.25	

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

Description	YTD Budget	YTD Carry-Over	Budget Total	YTD Actuals	Outstanding Encumbrance	Budget Balance	% Spent
1806: INSTRUCTION OF STUDIE	0.00	0.00	0.00	0.00	0.00	0.00	0%
1801: COOKIE DOUGH	11,958.00	0.00	11,958.00	6,974.20	0.00	5,083.80	57.8%
1800: SALLY FOSTER	8,999.67	5,099.33	14,619.00	11,957.56	0.00	2,761.44	81.8%
1806: SCIENCE BOARDS	158.00	667.25	817.25	872.24	0.00	<54.98	106.7%
Total	29,916.67	6,476.58	27,393.25	19,604.00	0.00	7,789.25	

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

Description	YTD Budget	YTD Carry-Over	Budget Total	YTD Actuals	Outstanding Encumbrance	Budget Balance	% Spent
SUPPLIES & MATERIALS	158.00	667.25	817.25	872.24	0.00	<54.98	106.7%
SCHOOL FUNDS TRANSFERS (S)	0.00	0.00	0.00	0.00	0.00	0.00	0%
Total	158.00	667.25	817.25	872.24	0.00	<54.98	

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

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%
TOTAL	26,536.00	2,991.92	31,527.92	16,627.81	6,461.62	8,438.49	

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

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 **DOES NOT** 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 they 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.