# BUDGET LINE CODE STRUCTURE

***Dallas ISD***

***Business Academy***

***FY 2027***

DALLAS INDEPENDENT SCHOOL DISTRICT

Budget Services Department









# LINE CODE STRUCTURE

Why is CORRECT coding so important?

- Budget planning accuracy
- District report card
- Compliance with Texas Education Agency (TEA) Regulations
- Usefulness of information across Texas school districts





# CODE STRUCTURE

Budget Services

| Fund | Function | Object | Sub Object | Organization | Fiscal Year | Program Intent Code |
|---|---|---|---|---|---|---|
| XXX | XX | XXXX | XX | XXX | X | XX |

Multi-faceted Code *with* State/Federal Requirements *and* Local Options

| | |
|---|---|
| Fund | Where does the money come from? |
| Function | What is the purpose of the transaction? |
| Object | What are we spending the funds on? |
| Sub-Object | What programs are the funds used for? |
| Organization | Which campus or department will use these funds? |
| Fiscal Year | In which fiscal year will these funds be used? |
| Program Intent Code | Which student population is the expenditure for? |

# CODE STRUCTURE –CONT.



| Fund | Function | Object | Sub Object | Organization | Fiscal Year | Program Intent Code |
|---|---|---|---|---|---|---|
| XXX | XX | XXXX | XX | XXX | X | XX |

Governmental Funds

- General Fund (199)
- Special Revenue, Federally Funded (201-289)
- Special Revenue, State Funded (381-429)

Answers the question – *Where does the money come from?*

# CODE STRUCTURE – CONT.

Budget Services

| Fund | Function | Object | Sub Object | Organization | Fiscal Year | Program Intent Code |
|---|---|---|---|---|---|---|
| XXX | **XX** | XXXX | XX | XXX | X | XX |

11 - Instruction
12 - Library & Media Services
13 - Curriculum & Staff Development
21 - Instructional Leadership
23 - School Leadership
31 - Guidance Counseling & Evaluation Services
32 - Social Work Services
33 - Health Services
34 - Student Transportation
35 - Food Services
36 - Extracurricular Activities
41 - General Administration
51 - Facilities Maintenance
52 - Security Services
53 - Data Processing
61 - Community Services

Answers the question – *What is the purpose of the transaction?*

# CODE STRUCTURE –CONT.

Budget Services

| Fund | Function | Object | Sub Object | Organization | Fiscal Year | Program Intent Code |
|---|---|---|---|---|---|---|
| XXX | XX | **XXXX** | XX | XXX | X | XX |

Most common expense object codes

6100 - 6199 Payroll Costs
6200 - 6299 Professional/Contract Services
6300 - 6399 Supplies/Materials
6400 - 6499 Other Operating Costs

Answers the question – *What are we spending the funds on?*

# CODE STRUCTURE –CONT.

Budget Services

| Fund | Function | Object | Sub Object | Organization | Fiscal Year | Program Intent Code |
|---|---|---|---|---|---|---|
| XXX | XX | XXXX | **XX** | XXX | X | XX |

- Local option code used to track spending within a specific area
- Could be “00” if not specified (excluding extra-duty pay)
- Ex. Tutoring Aid (08), Local Mileage (LM), Choral/Choir and Fine Arts (10), Extra-duty (ED)

Answers the question – *What programs are the funds used for?*

# CODE STRUCTURE –CONT.

Budget Services

| Fund | Function | Object | Sub Object | Organization | Fiscal Year | Program Intent Code |
|---|---|---|---|---|---|---|
| XXX | XX | XXXX | XX | **XXX** | X | XX |

| Organization Code | Organization Name |
|---|---|
| 001 | Bryan Adams High School Leadership Academy |
| 042 | Judge Bedford Jr Law Academy |
| 122 | C F Carr Elementary |
| 701 | Superintendent of Schools |
| 871 | EdTech-Architecture and Operations |

Answers the question – *Which campus or department will use these funds?*

# CODE STRUCTURE –CONT.



| Fund | Function | Object | Sub Object | Organization | **Fiscal Year** | Program Intent Code |
|---|---|---|---|---|---|---|
| XXX | XX | XXXX | XX | XXX | **X** | XX |

| Fiscal Year | Fund Type |
|---|---|
| X | General Funds |
| 0-9 | Federal/State Programs |

Answers the question – *In which fiscal year will these funds be used?*

# CODE STRUCTURE –CONT.

Budget Services

| Fund | Function | Object | Sub Object | Organization | Fiscal Year | **Program Intent Code** |
|---|---|---|---|---|---|---|
| XXX | XX | XXXX | XX | XXX | X | **XX** |

- Program intent codes account for the cost of instruction and other services by a specific, targeted group or population of students.
- Ex: Basic Educational Services (11), Career and Technical Education (22)

Answers the question – *Which student population is the expenditure for?*



# PROGRAM INTENT CODES (PICS)

Program Intent Codes are important because they…

- **Represent a State Special Program**
- **Support accurate budget planning**
- **Ensure guidelines are followed for the Annual Audit to the State**
- **Are required to be in compliance with TEA's regulations – Spending Requirements**

More information on TEA's website at:

https://tea.texas.gov/data-reports/financial-accountability/fasrg/fasrg20-module1-farappendices.pdf

# COMMON PROGRAM INTENT CODES

| PIC | Name | Description |
|---|---|---|
| 11 | Basic Education Services | Costs to provide basic instruction |
| 22 | Career and Technical | Costs to evaluate and prepare students for gainful employment and to provide advanced technical training, homemaking, apprenticeship, and job training |
| 23 | Services to Students with Disabilities (Special Education) | Costs of special education such as homebound, hospital class, speech therapy, resource room, self-contained classroom, residential care, etc. |
| 24 | Compensatory Education Services and Accelerated Instruction | Costs incurred to provide compensatory education and accelerated instruction to identified at-risk and low socioeconomic status students |
| 25 | Bilingual Education and Special Language Programs | Costs to help students transition to the English language for academic instruction |
| 33 | Prekindergarten (pre-K)–Special Education | For costs incurred to evaluate, place and provide educational and/or other services to pre-K students that require special education services. |
| 36 | Early Education Allotment | This code is used for the costs incurred for programs and services designed to improve student performance in reading and mathematics in prekindergarten through third grade, including programs and services designed to assist a school district in achieving the goals set in the school district's early childhood literacy and mathematics proficiency plans adopted under the TEC, §11.185. |
| 38 | College, Career, and Military Readiness | Costs incurred to improve college, career, and military readiness outcomes as described by the TEC, §48.110(f). At least 55 percent of the funds allocated must be used in grades eight through 12. |
| 91 | Athletics and Related Activities | Costs for participation in competitive athletic activities and certain support activities not including band |
| 99 | Undistributed | Costs not easily identified with other codes used here, such as certain substitute teachers, teacher on-behalf payments, salaries for band, etc. |

# COMMON CODING ERRORS

## Do

- For extra-duty use sub-object ED (6118-ED or 6128-ED)
- Include benefit object codes (6141,6143,6145,6146) for extra-duty or overtime (6118,6128,6121) budget transfers
- For travel use "13-6411" – for teachers, and librarians' travel
  For travel use "23-6411" – for principals' & assistant principals' travel
- For Special Program Sub-Object and Program Intent Code:
  - Use 199-11-6399-**DO** to 199-11-6118-**DO**
  - Org-X-**22** to Org-X-**22**
- Use "6245" for copier maintenance and overages
- Restricted accounts are ONLY for that specific program

## Don't

- **Do not use** "6118-00 or 6128-00"
- **Do not transfer to or from** "6118,6128,6121" without benefit line codes
- **Do not use** "13-6411" – for all staff travel
- For Special Program Sub-Object and Program Intent Code:
  - **Do not use** 199-11-6399-**DO** to 199-11-6118-**ED**
  - **Do not use** Org-X-**22** to Org-X-**11**
- **Do not use** "6265" for copier maintenance and overages
- **Do not use** "199-11-6399-EC" for comprehensive materials

# 2026-2027 IMPORTANT BUDGET INFORMATION

### Budget Transfers

Budget transfers will be reviewed and processed in September!

### Negative Accounts

Negative accounts must be cleared before submitting transfers for services and goods.

### PO Closures

FY26 Purchase Orders will close by the end of July

### Prior Year POs

The amount of prior year PO Funding request will be significantly decreased

### Supplemental Pay

Supplemental pay will be monitored, and departments are responsible for overspending.

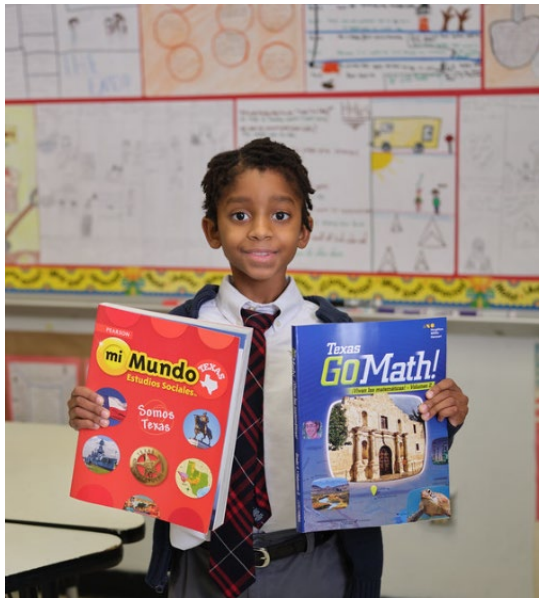
### Mobility Invoices

Mobility and Hotspot Invoice transfers will be processed quarterly.

DALLAS INDEPENDENT SCHOOL DISTRICT | Budget Services




# *Helpful Budget Information & Reports in Oracle*





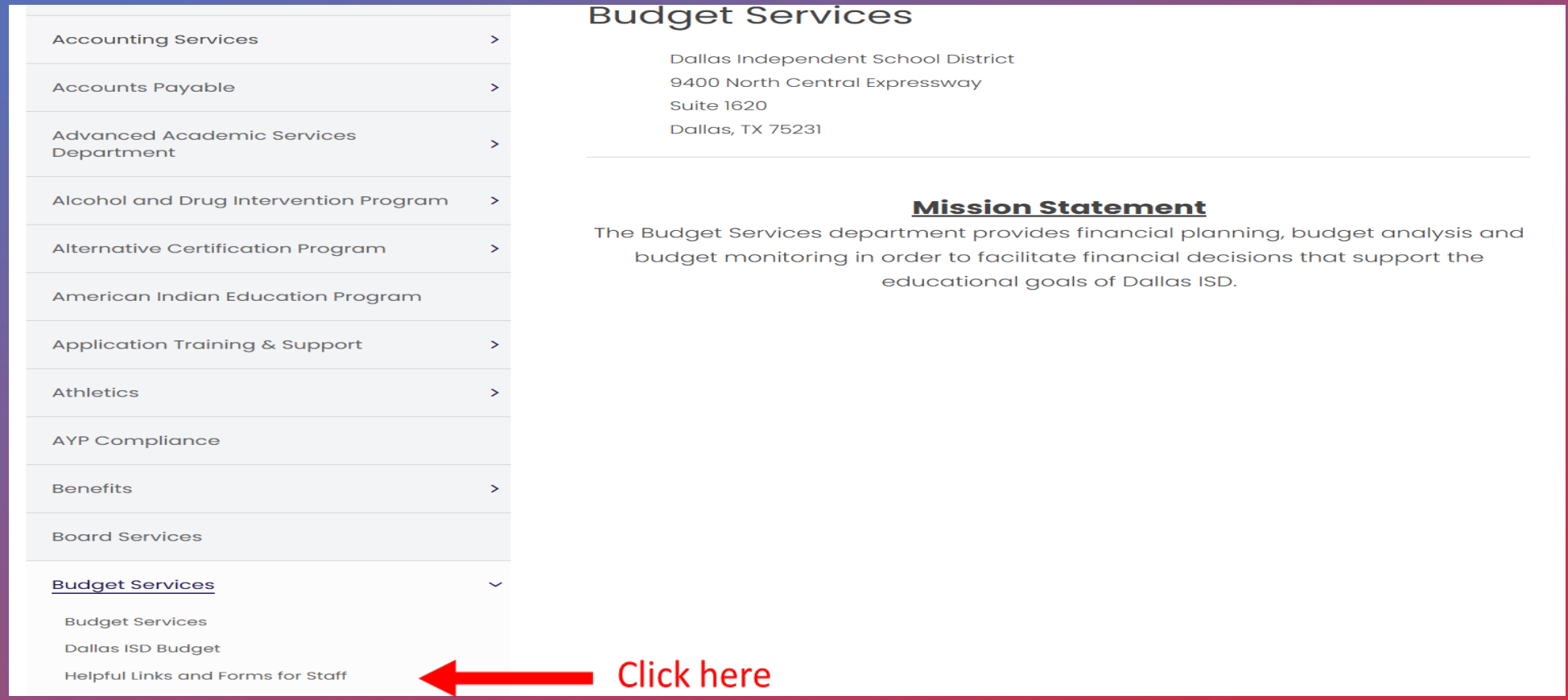


BUDGET INFORMATION & REPORTS

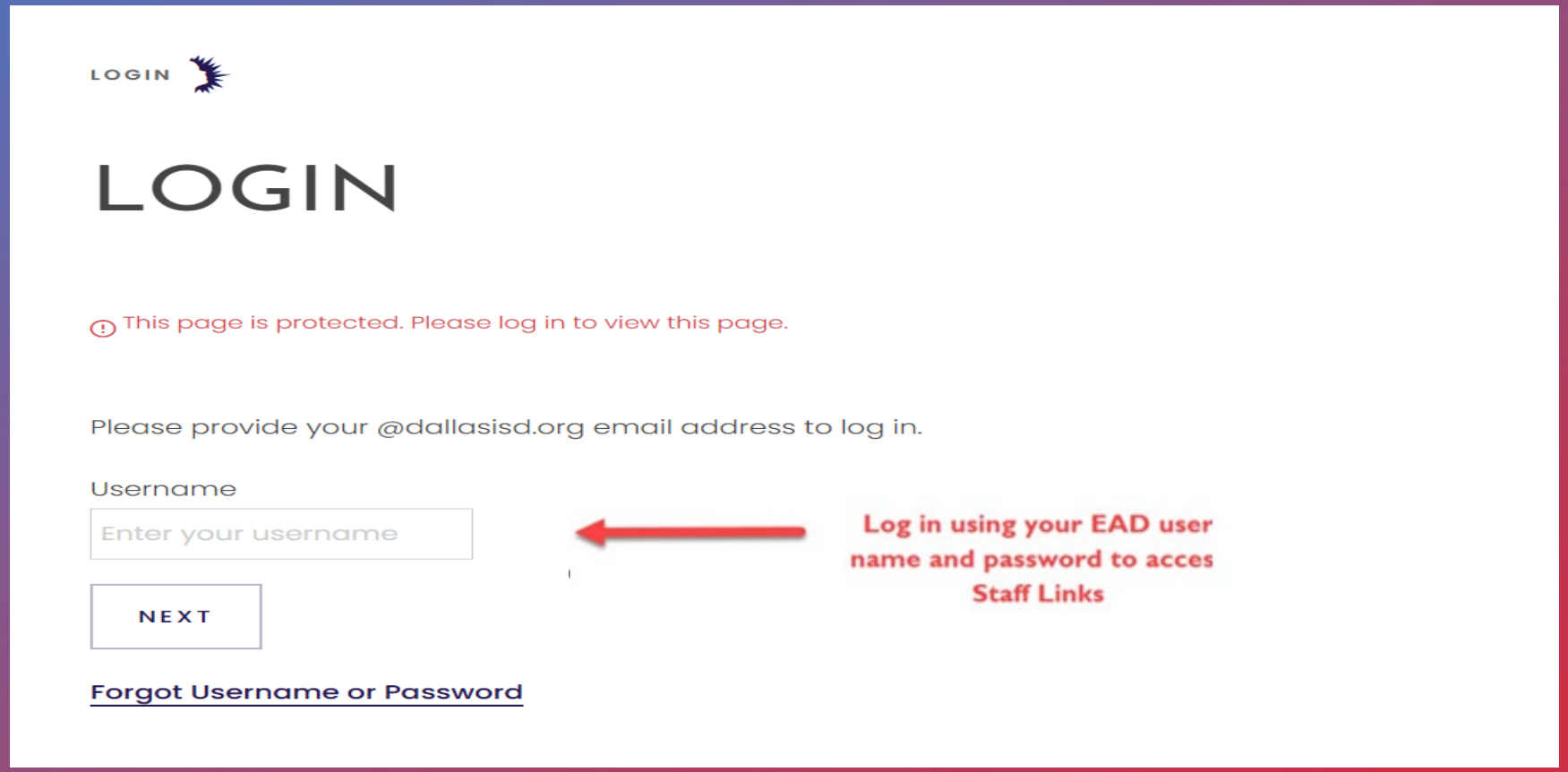
# TO ACCESS THE BUDGET SERVICES WEBPAGE



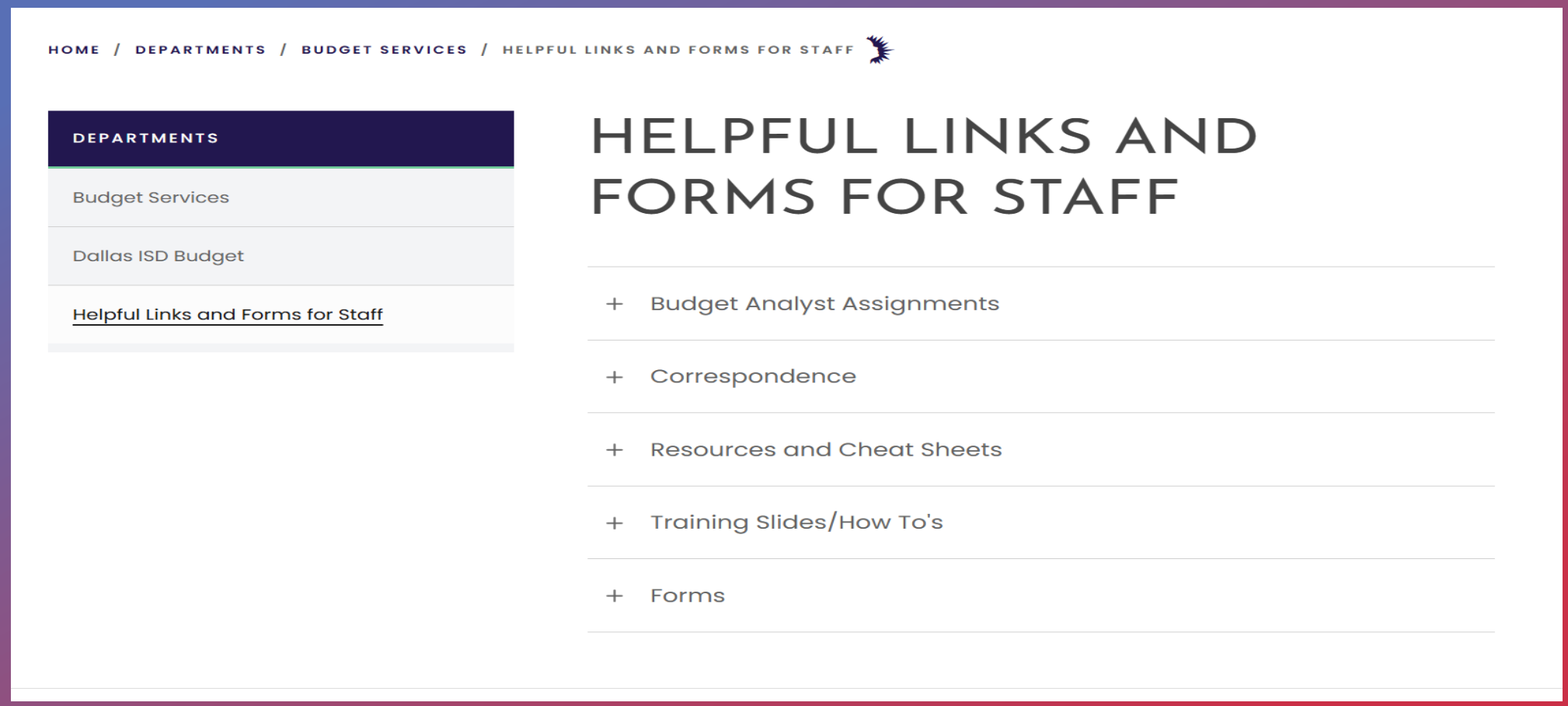
# TO ACCESS BUDGET SERVICES WEB PAGE



# TO ACCESS BUDGET SERVICES WEB PAGE



# BUDGET INFORMATION

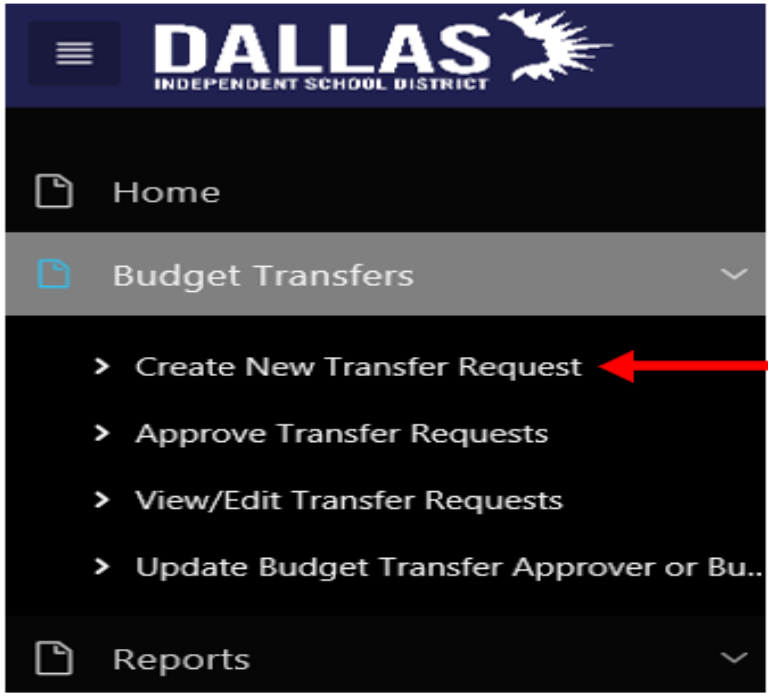





# ACCESSING THE BUDGET TRANSFER APPLICATION (BTA)

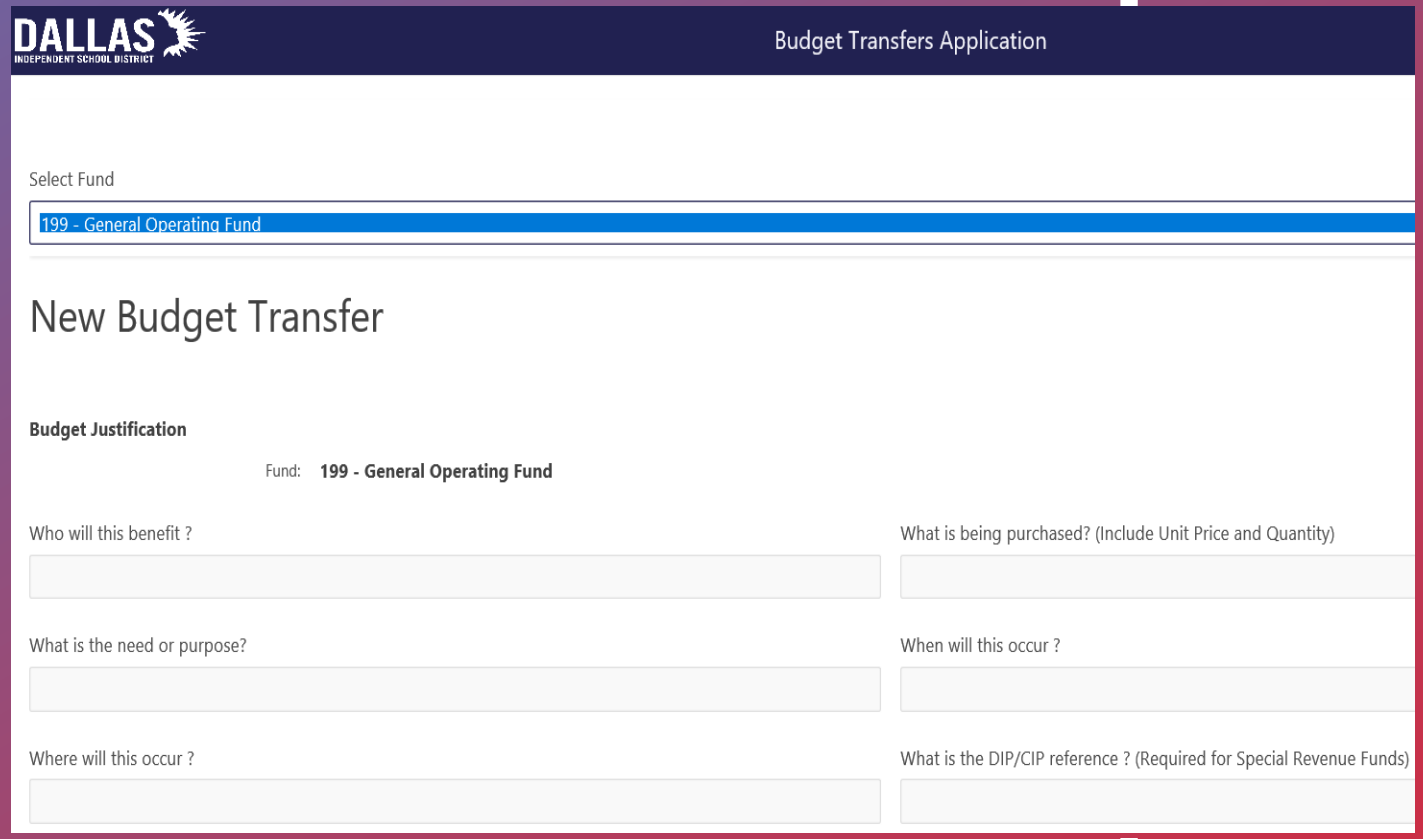
- From Oracle Application Home Page, select the District Reports and Budget Transfers folder.
- Scroll down and select the Budget Transfers folder
- Click on DISD Budget Transfers Application.

- "On the application home page, select "Budget Transfers."
- Click "Create New Transfer Request" to submit a new budget journal.
- From this screen you may also check the status of a pending transfer or run reports.

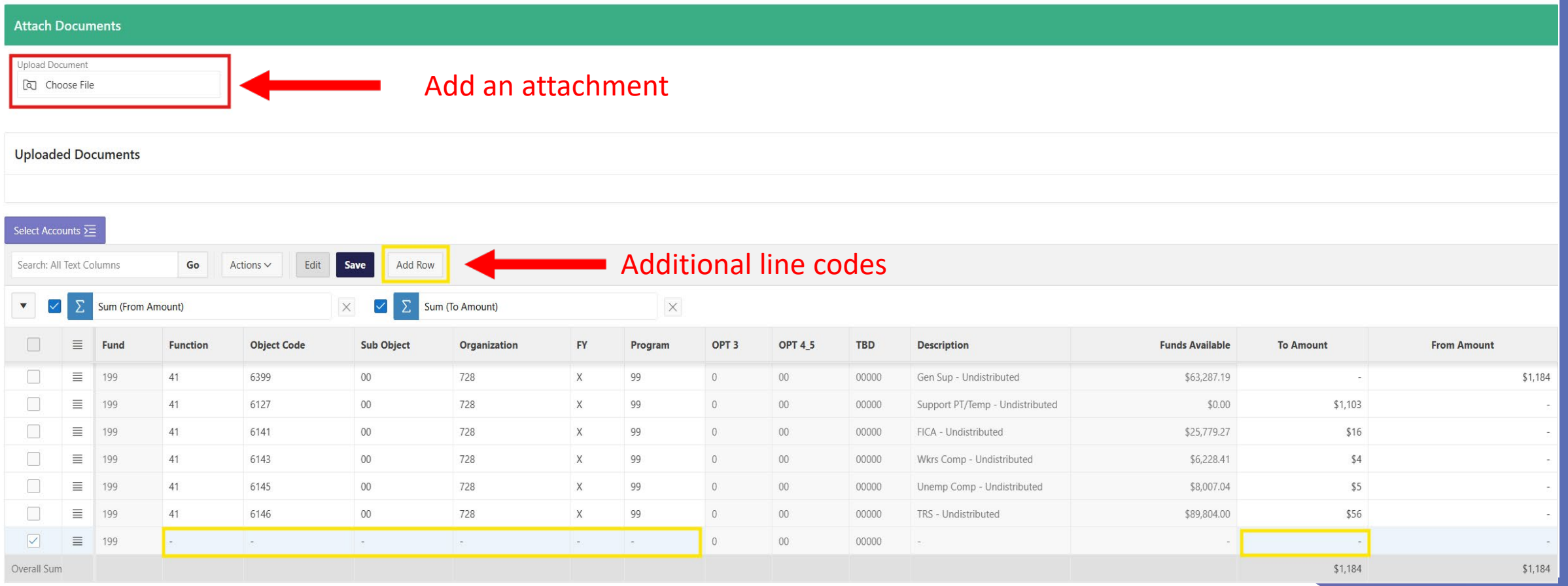


# BUDGET TRANSFER JOURNAL HEADER

- For auditing purposes, all fields are required to create a journal. The “What is the DIP/CIP Reference” field is required for Special Revenue Funds transfers only.
- "Who will this benefit" needs to be specific as to who (position) will utilize the purchase or extra duty pay.
- The fields that asks, “When will this occur?” and “Where will this occur?” should be completed when submitting a budget transfer for travel, professional development, transportation, extra duty, and other activities where this information may be necessary to determine proper account coding.
- Once complete, click the “Create” button on the right side of the screen.



# BTA - NEW FEATURE – ATTACH DOCUMENTS & ADD ROW - ADDING ADDITIONAL LINE CODES




| Fund | Function | Object Code | Sub Object | Organization | FY | Program | OPT 3 | OPT 4_5 | TBD | Description | Funds Available | To Amount | From Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 199 | 41 | 6399 | 00 | 728 | X | 99 | 0 | 00 | 00000 | Gen Sup - Undistributed | $63,287.19 | - | $1,184 |
| 199 | 41 | 6127 | 00 | 728 | X | 99 | 0 | 00 | 00000 | Support PT/Temp - Undistributed | $0.00 | $1,103 | - |
| 199 | 41 | 6141 | 00 | 728 | X | 99 | 0 | 00 | 00000 | FICA - Undistributed | $25,779.27 | $16 | - |
| 199 | 41 | 6143 | 00 | 728 | X | 99 | 0 | 00 | 00000 | Wkrs Comp - Undistributed | $6,228.41 | $4 | - |
| 199 | 41 | 6145 | 00 | 728 | X | 99 | 0 | 00 | 00000 | Unemp Comp - Undistributed | $8,007.04 | $5 | - |
| 199 | 41 | 6146 | 00 | 728 | X | 99 | 0 | 00 | 00000 | TRS - Undistributed | $89,804.00 | $56 | - |
| 199 | - | - | - | - | - | - | 0 | 00 | 00000 | - | - | - | - |
| Overall Sum | | | | | | | | | | | | $1,184 | $1,184 |

# HOW TO ACCESS THE FUNDS AVAILABLE REPORT IN ORACLE

- Log in to Oracle.
- Click "District Reports and Budget Transfers“.
- Scroll down and click "Budget Transfers“.
- Click "DISD Budget Transfers Funds Available Report“.
- Enter "fund #" and "org #“.
- This report is also accessible through the "General Ledger Reports".




Note: For questions regarding "Encumbrances", please reach out to Procurement Services. For questions regarding "Actuals", please reach out to the Accounting Department.

# DISD BUDGET TRANSFERS FUNDS AVAILABLE REPORT



Dallas Independent School District
Funds Available as of 06/27/24 12:57 PM

Fund 199 - GENERAL OPERATING FUND 000 -
Org Budget Services Magnet Center

**Supplemental Payroll Accounts**

| Account Code | Description | Budget | Encs | Actuals | Balance | Pct Remaining |
|---|---|---|---|---|---|---|
| 199-11-6118-ED-000-X-28 | Extra Duty Prof - Extra Duty Supplemental Pay | 1,023 | 0.00 | 80.00 | 943.00 | 92.2 |
| 199-11-6121-DM-000-X-28 | Overtime - Discipline Mgmnt Plan | 100 | 0.00 | 0.00 | 100 | 100 |
| 199-11-6128-ED-000-X-28 | Extra Duty Support - Extra Duty Supplemental Pay | 1,000 | 0.00 | 0.00 | 1,000 | 100 |
| 199-51-6121-00-000-X-99 | Overtime - Undistributed - Generic | 68 | 0.00 | 67.97 | 0.03 | 0.0 |
| 199-52-6121-IC-000-X-99 | Overtime - Undistributed - Generic | 0 | 0.00 | 0.00 | 0.00 | 0.0 |
| Totals for Supplemental Payroll Accounts | | 2,191 | 0.00 | 191.00 | 2,000.00 | 91.3 |

**Restricted Accounts**

| Account Code | Description | Budget | Encs | Actuals | Balance | Pct Remaining |
|---|---|---|---|---|---|---|
| 199-11-6294-00-000-X-28 | Printing and Graphics | 4,828 | 0.00 | 4,827.60 | 0.40 | 0.0 |
| 199-11-6329-00-000-X-28 | Reading Mtrls | 660 | 0.00 | 659.10 | 0.90 | 0.1 |
| 199-11-6397-00-000-X-28 | Other F & E between $500 & $4,999/unit | 3,166 | 0.00 | 3,165.50 | 0.50 | 0.0 |
| 199-11-6399-00-000-X-28 | Gen Sup | 54,338 | 0.01 | 67,121.13 | 12,783.14 | 23.5 |
| 199-11-6412-00-000-X-28 | Travel, Training and Subsistence - Students - | 50,010 | 0.00 | 50,010.00 | 0.00 | 0.0 |
| 199-11-6499-00-000-X-28 | Misc Op Exp | 51,270 | 0.00 | 43,277.49 | 7,992.51 | 15.6 |
| Totals for Restricted Accounts | | 164,272 | 0.01 | 169,060.82 | -4,788.83 | -2.9 |

**Controllable Accounts**

| Account Code | Description | Budget | Encs | Actuals | Balance | Pct Remaining |
|---|---|---|---|---|---|---|
| 199-11-6245-00-000-X-11 | Contract Maint - Lease Maintenance and Overage - Basic Educational Services | 5,429 | 0.00 | 4,914.76 | 514.24 | 9.5 |
| 199-11-6399-00-000-X-11 | Gen Sup - Basic Educational Services | 2,000 | 0.00 | 1,622.16 | 377.84 | 18.9 |
| 199-13-6411-00-000-X-99 | Travel, Training and Subsistence - Employee Only - Undistributed | 5,000 | 0.00 | 0.00 | 5,000.00 | 100.0 |
| 199-13-6499-00-000-X-99 | Misc Op Exp - Undistributed | 559 | 0.00 | 558.47 | 0.53 | 0.1 |
| 199-13-6499-SB-000-X-99 | Misc Op Exp - Undistributed - Food & Refreshments - Staff/Board | 7,111 | 0.00 | 7,110.87 | 0.13 | 0.0 |

# WHAT DOES THE FUNDS AVAILABLE REPORT TELL ME?

Supplemental Payroll Accounts

| Account Code | Description | Budget | Encs | Actuals | Balance | Pct Remaining |
|---|---|---|---|---|---|---|
| 199-11-6118-ED-000-X-28 | Extra Duty Prof - Extra Duty Supplemental Pay | 1,023 | 0.00 | 80.00 | 943.00 | 92.2 |
| 199-11-6121-DM-000-X-28 | Overtime - Discipline Mgmnt Plan | 100 | 0.00 | 0.00 | 100 | 100 |
| 199-11-6128-ED-000-X-28 | Extra Duty Support - Extra Duty Supplemental Pay | 1,000 | 0.00 | 0.00 | 1,000 | 100 |

**Budget**: the amount of money that was allocated for that line code

**Encumbrance**: the amount of money being held for open purchase orders (PO's) or requisitions

**Actuals**: funds that have been spent (paid to the vendor) and posted to the general ledger (GL)

**Balance**: the amount of money you have available to spend for that particular line code

**PCT Remaining**: the percentage of the amount available to spend (Balance) to the amount of money allocated (Budget).

# WHAT IS A 100B – DETAIL GENERAL LEDGER – EXCEL REPORT?

Report shows the funds available in each account code within the total controllable and uncontrollable budget. It provides the same type of information as a Funds Available Report but in an Excel format.

Benefits of Report:

- Shows controllable and non-controllable budget.
- Can be used for quick reporting because information can be filtered and/or grouped.
- Unlike the Budget Transfers Funds Available Report, the 100B – Detail General Ledger – Excel Report can be run for any period (month-year).

Note: For questions regarding "Encumbrances", please reach out to Procurement Services. For questions regarding "Actuals", please reach out to the Accounting Department.



# 100B-DETAIL GENERAL LEDGER-EXCEL REPORT

| | |
|---|---|
| Report Date | 24-JUN-24 |
| Fund | 199 |
| Function | % |
| Object | % |
| SubObject | % |
| Org | 341 |
| Fiscal Year | % |
| Program | % |
| Detail | % |
| Span | % |
| Budget | DISD BUDGET |
| Suppress Zeroes | Y |
| Posted Flag | Posted |

| Fund | Func | O | SO | O | | P | I | Spa | Budg | Encumbranc | Actua | Balan | Pct Re | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 199 | 11 | 6112 | 00 | 341 | X | 11 | 0 | 00 | 19,180 | 0 | 5,228.50 | 13,951.50 | 72.74 | Subs for Professionals - Basic Educational |
| 199 | 11 | 6112 | 23 | 341 | X | 11 | 0 | 00 | 1,906 | 0 | 585 | 1,321 | 69.31 | Subs for Professionals - Basic Educational |
| 199 | 11 | 6112 | Z1 | 341 | X | 11 | 0 | 00 | 1,905 | 0 | 0 | 1,905 | 100 | Subs for Professionals - Basic Educational |
| 199 | 11 | 6112 | 51 | 341 | X | 21 | 0 | 00 | 953 | 0 | 0 | 953 | 100 | Subs for Professionals - Gifted and Talented - |
| 199 | 11 | 6112 | 00 | 341 | X | 23 | 0 | 00 | 1,905 | 0 | 168 | 1,737 | 91.18 | Subs for Professionals - Special Education - |
| 199 | 11 | 6112 | 00 | 341 | X | 30 | 0 | 00 | 1,905 | 0 | 177.5 | 1,727.50 | 90.68 | Subs for Professionals - State Comp |
| 199 | 11 | 6112 | DY | 341 | X | 37 | 0 | 00 | 746 | 0 | 0 | 746 | 100 | Subs for Professionals - Dyslexia - Regular |
| 199 | 11 | 6118 | ED | 341 | X | 11 | 0 | 00 | 0 | 0 | 902.5 | -902.5 | 0 | Extra Duty Prof - Basic Educational Services - |
| 199 | 11 | 6121 | 00 | 341 | X | 23 | 0 | 00 | 0 | 0 | 31.53 | -31.53 | 0 | Overtime - Special Education - Dallas Hybrid |
| 199 | 11 | 6128 | ED | 341 | X | 11 | 0 | 00 | 0 | 0 | 805.55 | -805.55 | 0 | Extra Duty Support - Basic Educational |
| 199 | 11 | 6128 | 08 | 341 | X | 30 | 0 | 00 | 0 | 0 | 2,372.27 | -2,372.27 | 0 | Extra Duty Support - State Comp Education - |
| 199 | 11 | 6245 | 00 | 341 | X | 11 | 0 | 00 | 2,111 | 0 | 2,110.81 | 0.19 | 0.01 | Contract Maint - Lease Maintenance and |
| 199 | 11 | 6396 | TC | 341 | X | 11 | 0 | 00 | 19,500 | 0 | 17,475 | 2,025 | 10.38 | Tech Equip between $500 & $4,999/unit - |
| 199 | 11 | 6399 | 00 | 341 | X | 11 | 0 | 00 | 984 | 983.04 | 0 | 0.96 | 0.1 | Gen Sup - Basic Educational Services - |
| 199 | 11 | 6399 | TC | 341 | X | 11 | 0 | 00 | 88,897 | 1,042.27 | 86,874.30 | 980.43 | 1.1 | Gen Sup - Basic Educational Services - |
| 199 | 11 | 6399 | 00 | 341 | X | 25 | 0 | 00 | 275 | 0 | 274.89 | 0.11 | 0.04 | Gen Sup - Bilingual Education - Dallas Hybrid |
| 199 | 11 | 6499 | SV | 341 | X | 11 | 0 | 00 | 235 | 0 | 234.88 | 0.12 | 0.05 | Misc Op Exp - Basic Educational Services - |
| 199 | 11 | 6638 | TC | 341 | X | 11 | 0 | 00 | 11,054 | 0 | 0 | 11,054 | 100 | Tech Equip & Software >$5K/unit - Basic |
| 199 | 12 | 6328 | 00 | 341 | X | 99 | 0 | 00 | 235 | 0 | 235 | 0 | 0 | AV Kits (AV Kits less than $5,000 per unit |
| 199 | 12 | 6329 | 00 | 341 | X | 99 | 0 | 00 | 1,568 | 0 | 1,568 | 0 | 0 | Reading Mtrls - Undistributed - Dallas Hybrid |

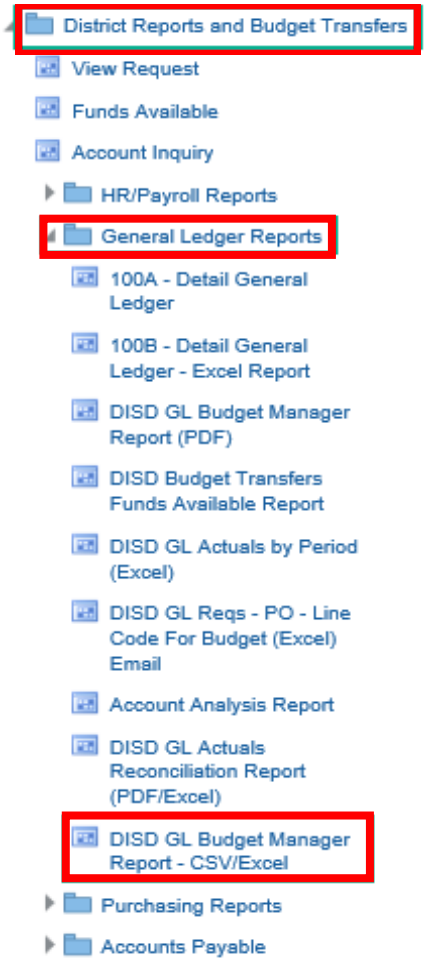
# WHAT IS THE DISD GL BUDGET MANAGER REPORT – CSV/EXCEL?

Report identifies transactions such as requisitions, purchase orders, and transfers that have hit against a controllable or non-controllable account.

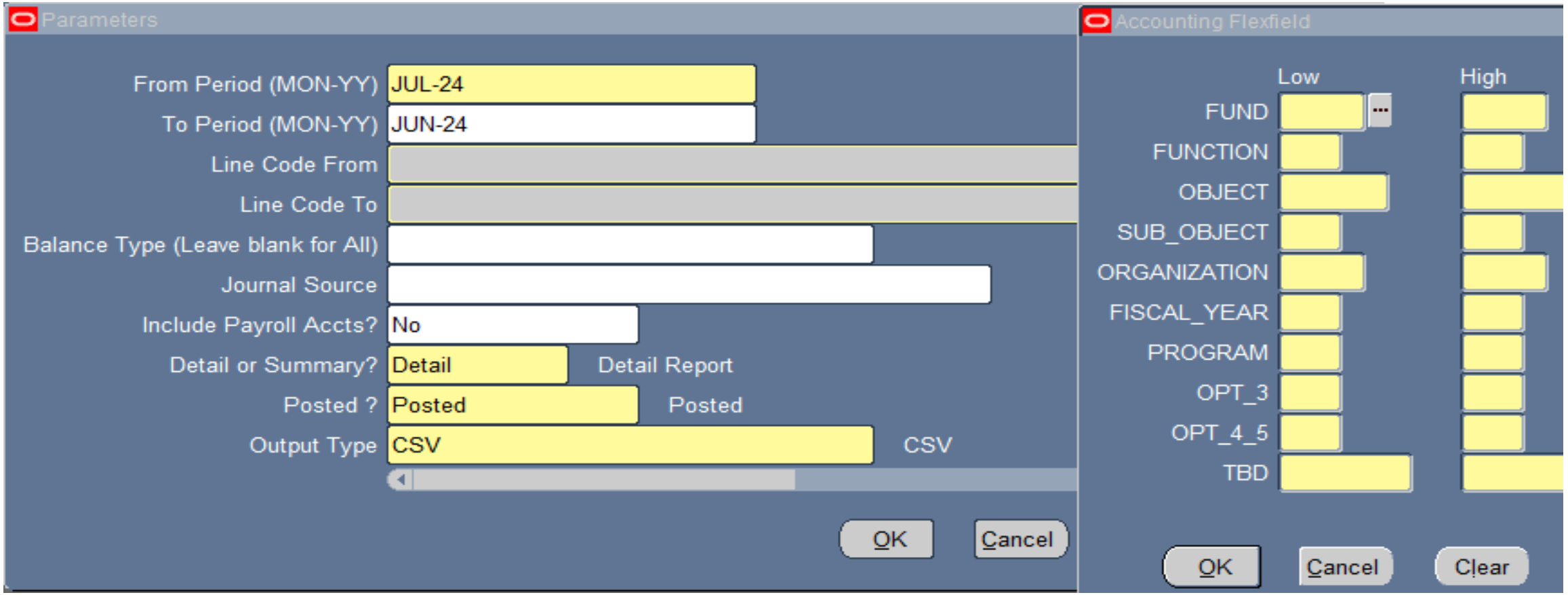
Benefits of Report:

- Identifies if a budget transfer posted to an account and when the transfer posted.
- In most cases, identifies which purchase orders/requisitions are included in the actuals and encumbrance section of a funds available report.
- Shows detailed information such as PO, requisition, and invoice numbers, descriptions entered for requisition lines, and vendor names.

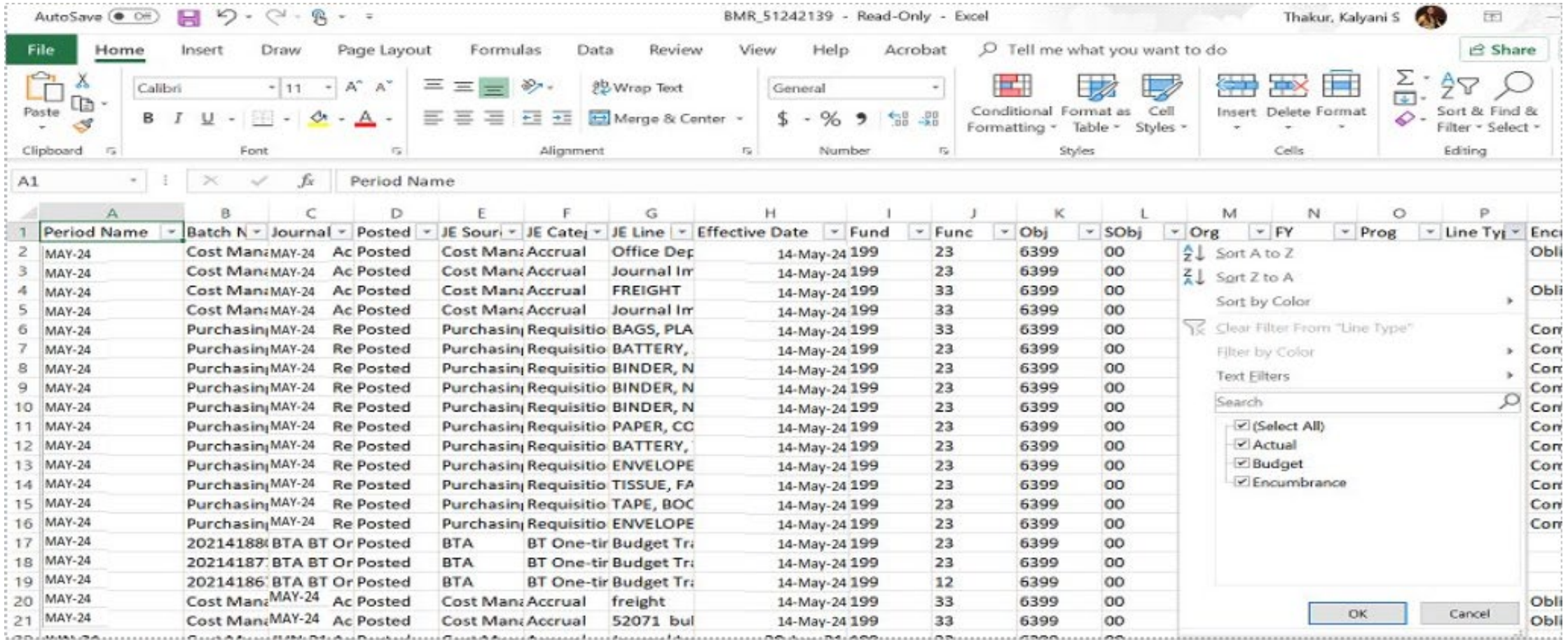
Note: For questions regarding "Encumbrances", please reach out to the Procurement Services. For questions regarding "Actuals", please reach out to the Accounting Department.



# GL BUDGET MANAGER REPORT – CSV/EXCEL



# GL BUDGET MANAGER REPORT – CSV/EXCEL




| Period Name | Batch N | Journal | Posted | JE Sour | JE Cate | JE Line | Effective Date | Fund | Func | Obj | SObj | Org | FY | Prog | Line Ty |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| MAY-24 | Cost Man | MAY-24 | Ac Posted | Cost Man | Accrual | Office Dep | 14-May-24 | 199 | 23 | 6399 | 00 | | | | |
| MAY-24 | Cost Man | MAY-24 | Ac Posted | Cost Man | Accrual | Journal Im | 14-May-24 | 199 | 23 | 6399 | 00 | | | | |
| MAY-24 | Cost Man | MAY-24 | Ac Posted | Cost Man | Accrual | FREIGHT | 14-May-24 | 199 | 33 | 6399 | 00 | | | | |
| MAY-24 | Cost Man | MAY-24 | Ac Posted | Cost Man | Accrual | Journal Im | 14-May-24 | 199 | 33 | 6399 | 00 | | | | |
| MAY-24 | Purchasin | MAY-24 | Re Posted | Purchasin | Requisitio | BAGS, PLA | 14-May-24 | 199 | 33 | 6399 | 00 | | | | |
| MAY-24 | Purchasin | MAY-24 | Re Posted | Purchasin | Requisitio | BATTERY, | 14-May-24 | 199 | 23 | 6399 | 00 | | | | |
| MAY-24 | Purchasin | MAY-24 | Re Posted | Purchasin | Requisitio | BINDER, N | 14-May-24 | 199 | 23 | 6399 | 00 | | | | |
| MAY-24 | Purchasin | MAY-24 | Re Posted | Purchasin | Requisitio | BINDER, N | 14-May-24 | 199 | 23 | 6399 | 00 | | | | |
| MAY-24 | Purchasin | MAY-24 | Re Posted | Purchasin | Requisitio | BINDER, N | 14-May-24 | 199 | 23 | 6399 | 00 | | | | |
| MAY-24 | Purchasin | MAY-24 | Re Posted | Purchasin | Requisitio | PAPER, CC | 14-May-24 | 199 | 23 | 6399 | 00 | | | | |
| MAY-24 | Purchasin | MAY-24 | Re Posted | Purchasin | Requisitio | BATTERY, | 14-May-24 | 199 | 23 | 6399 | 00 | | | | |
| MAY-24 | Purchasin | MAY-24 | Re Posted | Purchasin | Requisitio | ENVELOPE | 14-May-24 | 199 | 23 | 6399 | 00 | | | | |
| MAY-24 | Purchasin | MAY-24 | Re Posted | Purchasin | Requisitio | TISSUE, FA | 14-May-24 | 199 | 23 | 6399 | 00 | | | | |
| MAY-24 | Purchasin | MAY-24 | Re Posted | Purchasin | Requisitio | TAPE, BOC | 14-May-24 | 199 | 23 | 6399 | 00 | | | | |
| MAY-24 | Purchasin | MAY-24 | Re Posted | Purchasin | Requisitio | ENVELOPE | 14-May-24 | 199 | 23 | 6399 | 00 | | | | |
| MAY-24 | 20214188 | BTA BT Or | Posted | BTA | BT One-tir | Budget Tra | 14-May-24 | 199 | 23 | 6399 | 00 | | | | |
| MAY-24 | 20214187 | BTA BT Or | Posted | BTA | BT One-tir | Budget Tra | 14-May-24 | 199 | 23 | 6399 | 00 | | | | |
| MAY-24 | 20214186 | BTA BT Or | Posted | BTA | BT One-tir | Budget Tra | 14-May-24 | 199 | 12 | 6399 | 00 | | | | |
| MAY-24 | Cost Man | MAY-24 | Ac Posted | Cost Man | Accrual | freight | 14-May-24 | 199 | 33 | 6399 | 00 | | | | |
| MAY-24 | Cost Man | MAY-24 | Ac Posted | Cost Man | Accrual | 52071 bul | 14-May-24 | 199 | 33 | 6399 | 00 | | | | |

# LD CHARGING INSTRUCTIONS BY ACCOUNT CODE (EXCEL REPORT)

Payroll Report, in Oracle, used to identify which employees were charged to a supplemental pay line code. Object codes “6118, 6128, 6121”

Benefits of Report:

- Helps identify who or why an employee is being paid extra duty pay and/or overtime
- Can be used for quick reporting by filtering and/or grouping information
- Provides information for a payroll reclass request to the Accounting Dept.




Note: For questions regarding the data retrieved, please reach out to the Payroll Department.

# DISD LD CHARGING INSTRUCTIONS REPORT BY ACCOUNT CODE (EXCEL) - ONLY USED FOR PAYROLL LINE CODES

**DISD LD Charging Instructions Report by Account Code (EXCEL)**

| | |
|---|---|
| Parameter Start Date: | 1-Jul-23 |
| Parameter End Date: | 24-Jun-24 |
| Parameter Min_Line_Code: | 199-11-6118-00-000-X-00-0-00-00000 |
| Parameter | 199-23-6146-00-000-X-99-0-00-00000 |

| Account Line Code | Employee Full Name | Employee Number | Position Name | Location | Batch Name | Element Name | Distribution Amt | Effective Date |
|---|---|---|---|---|---|---|---|---|
| 199-11-6118-00-000-X-11 | Doe, Jane | 123456 | BUDGET SERVICES MAGNET CENTER.TEACHER.TITLE I.211-11-00-30.F | 000-Budget Services | OVR 1 2024 Calenda08FEB24 1234 | LD SUMS SUMMER SCHOOL | 374.10 | 15-Jan-24 |

*What information does this report contain?*

- Account Line Code
- Employee Full Name
- Employee Number
- Position Name
- Location
- Batch Name
- Element Name (Identifies what activity the supplemental pay was for)
- Distribution Amount (Amount Paid)
- Effective Date

# DISD OPEN PURCHASE ORDERS BY ORG

DISD Open Purchase Orders By Org used to see status of purchase orders that are lacking attention before closing out.

Benefits of Report:

- Helps you to see which purchase orders require your attention before closing.
- **Important Reminder:** balances on open purchase orders become encumbrances on the next year's budget if not closed.

Note: For questions regarding the data retrieved, please reach out to the Procurement Services



# OPEN PURCHASE ORDER BY ORG REPORT

Dallas Independent School District
Open Purchase Orders by Organization

| Po | Line Num | Vendor | Created | Buyer | Description | Location | Location Number | Req Num | Preparer | Requestor | Fund | Account | Unit Price | Qty Ordered | Qty Invoiced | Qty Received | Qty Cancelled | Amount Ordered | Amount Invoiced | Amount Received | Amount Cancelled | Outstanding Amount Ordered |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 123456 | 1 | CAROLINA BIOLOGICAL SUPPLY CO | 23-Jun-24 | SERVICES, BUDGET | 211600 COMPETENT E. COLI CELLS | 000-BUDGET MAGNET | 000 | 1234567 | Services, Budget | Services, Budget | 199 | 199-11-6399.00-000-X-38 | 95.76 | 2 | 0 | 0 | 0 | 191.52 | 0 | 0 | 0 | 191. |
| 123456 | 2 | CAROLINA BIOLOGICAL SUPPLY CO | 23-Jun-24 | SERVICES, BUDGET | 199278 PETRI DISH, DEEP, 25X100,PK17 | 000-BUDGET MAGNET | 000 | 1234567 | Services, Budget | Services, Budget | 199 | 199-11-6399.00-000-X-39 | 26.77 | 5 | 0 | 0 | 0 | 133.85 | 0 | 0 | 0 | 133. |
| 123456 | 3 | CAROLINA BIOLOGICAL SUPPLY CO | 23-Jun-24 | SERVICES, BUDGET | 806491 BLANK STERILE DISCS, 250 | 000-BUDGET MAGNET | 000 | 1234567 | Services, Budget | Services, Budget | 199 | 199-11-6399.00-000-X-40 | 45.22 | 1 | 0 | 0 | 0 | 45.22 | 0 | 0 | 0 | 45. |
| 123456 | 4 | CAROLINA BIOLOGICAL SUPPLY CO | 23-Jun-24 | SERVICES, BUDGET | 785301 NUTRIENT AGAR 500G | 000-BUDGET MAGNET | 000 | 1234567 | Services, Budget | Services, Budget | 199 | 199-11-6399.00-000-X-41 | 109.26 | 1 | 0 | 0 | 0 | 109.26 | 0 | 0 | 0 | 109. |

*What information does this report contain?*

- PO Number
- Vendor
- When it was created
- Item Purchased
- Org number
- Requisition Number

- The requestor
- What line code was used
- How much the unit price is
- How much was ordered
- Amount received in the system as well as ordered and invoiced
- Amount remaining to receive (Outstanding Amount Ordered)

# DISD POSITIONS SUMMARY OUTBOUND

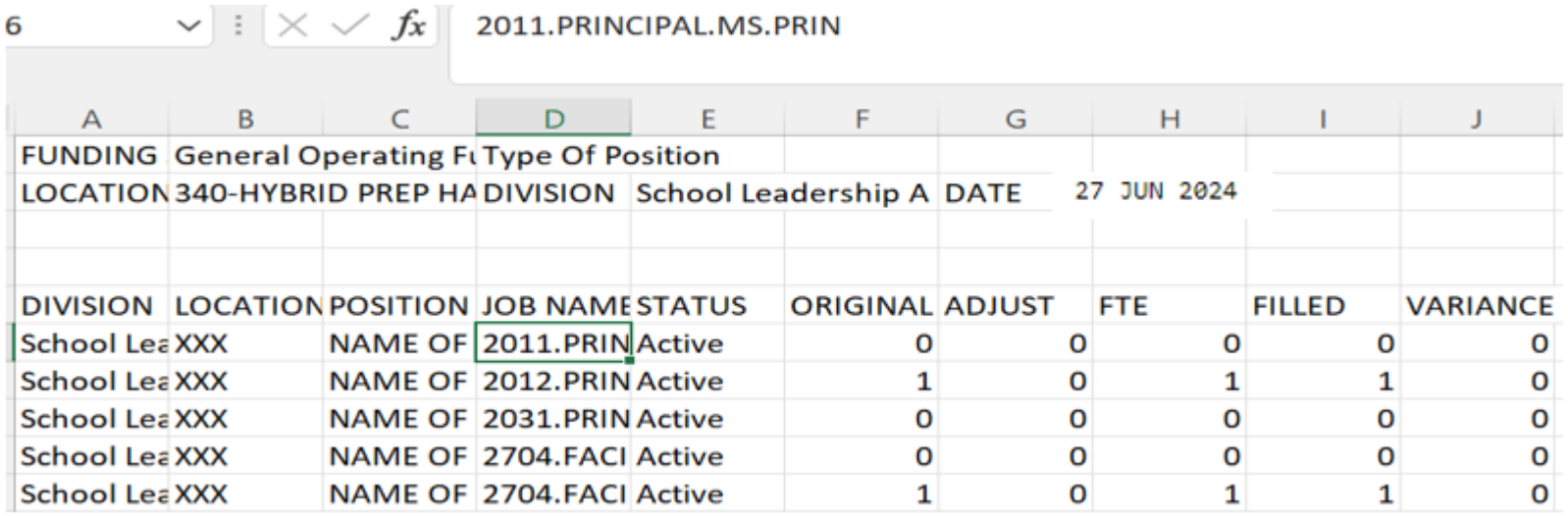
The HR/Payroll report provides a list of all the positions within your org.

- Helps identify the number of positions, vacancies and filled positions.
- From the position name, you can determine the funding source for the position. EX. Budget Services.Specialist.N/A.199-41-00-99
- Should be used when completing a Position Change Request (PCR) form.

Note: For questions regarding the data retrieved, please reach out to the HCM Department.



# DISD - POSITIONS SUMMARY OUTBOUND



6 | 2011.PRINCIPAL.MS.PRIN

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | FUNDING | General Operating Fu | | Type Of Position | | | | | | |
| 2 | LOCATION | 340-HYBRID PREP HA | | DIVISION | School Leadership A | | DATE | 27 JUN 2024 | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | DIVISION | LOCATION | POSITION | JOB NAME | STATUS | ORIGINAL | ADJUST | FTE | FILLED | VARIANCE |
| 6 | School Lea | XXX | NAME OF | 2011.PRIN | Active | 0 | 0 | 0 | 0 | 0 |
| 7 | School Lea | XXX | NAME OF | 2012.PRIN | Active | 1 | 0 | 1 | 1 | 0 |
| 8 | School Lea | XXX | NAME OF | 2031.PRIN | Active | 0 | 0 | 0 | 0 | 0 |
| 9 | School Lea | XXX | NAME OF | 2704.FACI | Active | 0 | 0 | 0 | 0 | 0 |
| 10 | School Lea | XXX | NAME OF | 2704.FACI | Active | 1 | 0 | 1 | 1 | 0 |

- Division
- Location (Org)
- Position Name & Position Funding
- Status of Position

- Original FTE
- Adjusted FTE
- Current FTE
- Filled FTE
- Vacant FTE




# READY, SET, CODE!

Budget Knowledge Quiz



DALLAS INDEPENDENT SCHOOL DISTRICT

Budget Services

# THANK YOU

Questions?