

#### BUDGETING

- Karen Strickland, Director, Budgeting, Cost Accounting & FTE
- Rachel Patarozzi, Assistant Director, Budgeting, Cost Accounting & FTE
  - Maria Mair, Financial Analyst, Budgeting, Cost Accounting & FTE
- Maureen Mason, Budget Analyst, Budgeting, Cost Accounting & FTE
- Joseph Strohfus, Budget Analyst, Budgeting, Cost Accounting & FTE
- Latalia Weaver, Budget Coordinator, Budgeting, Cost Accounting & FTE



#### Introduction

#### **Fund 100 Overview**

#### Sources of Funds:

- > Funding from the State
- > Internal Finds from donations, and sources other than the State and Class Fees

#### **Budget Process:**

- > State-related funding comes through submitting "Budget Matrix" during March/April timeframe
- > Fee supported funding is collected from students taking classes
- ➤ Internal funds are deposited in Internal project through Accounting Services

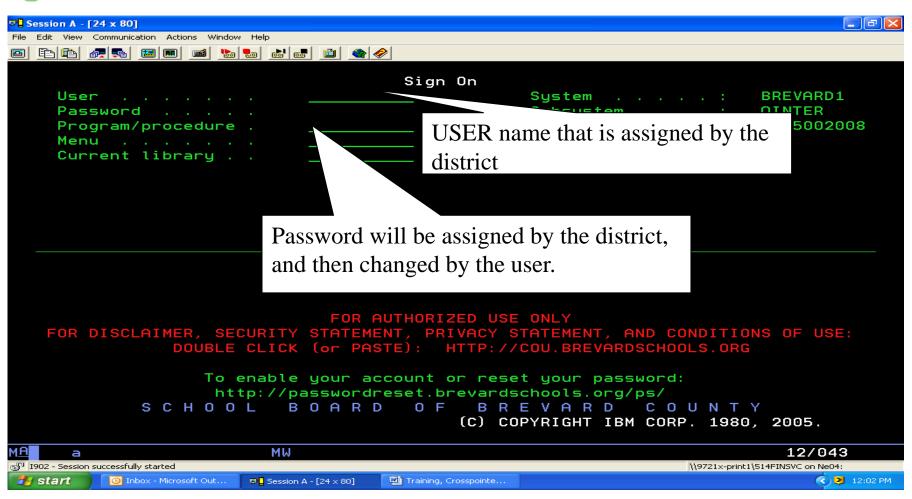
All Fund 100 funds are tracked the same way in AS400



#### BUDGET MANAGEMENT QUERIES

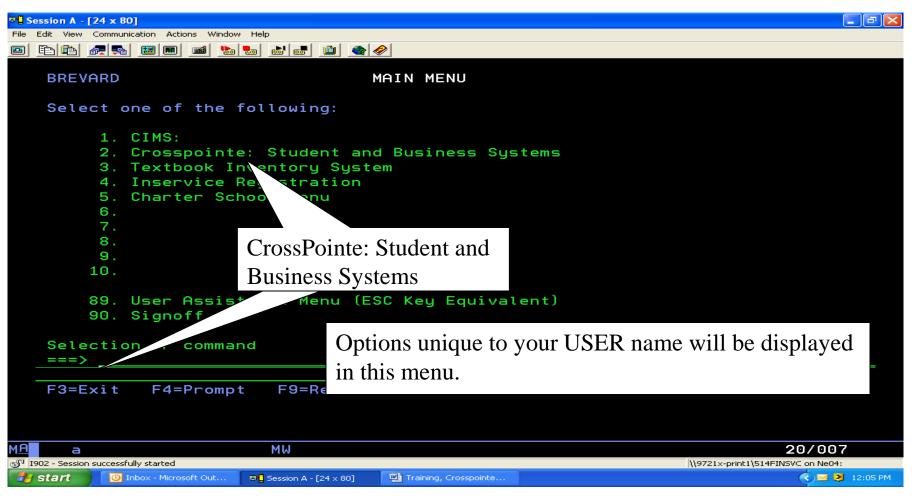


#### Signing into CrossPointe in AS400



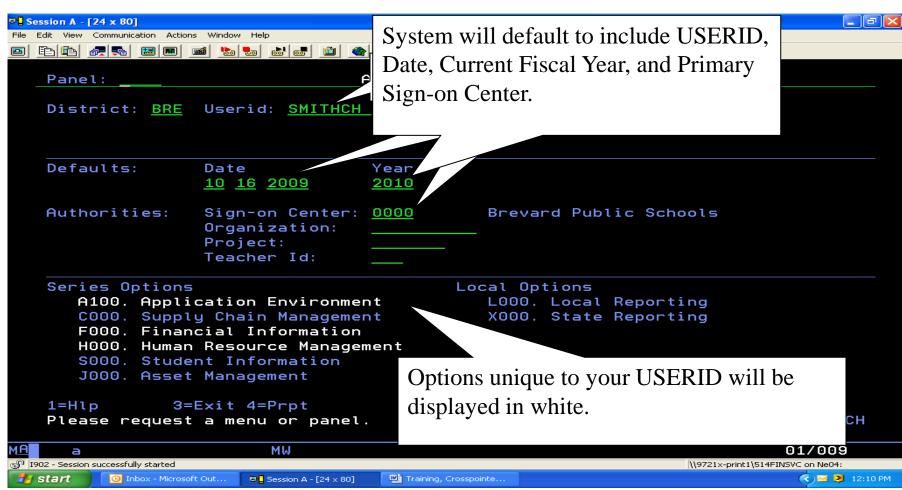


#### Main Menu



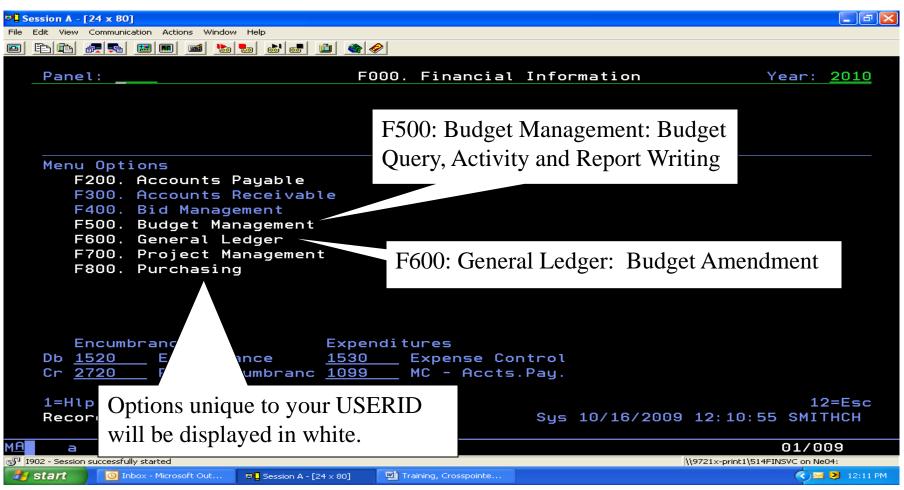


#### A001: Systems Sign On Screen



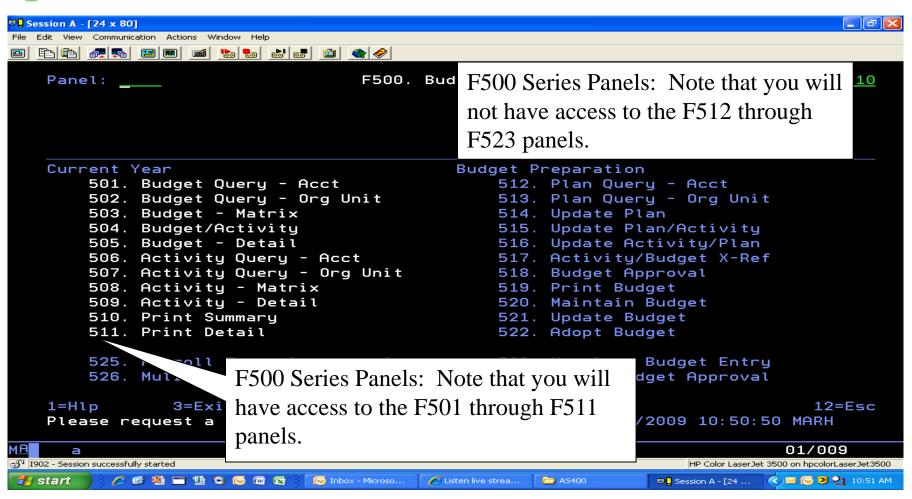


#### F000 Financial Information



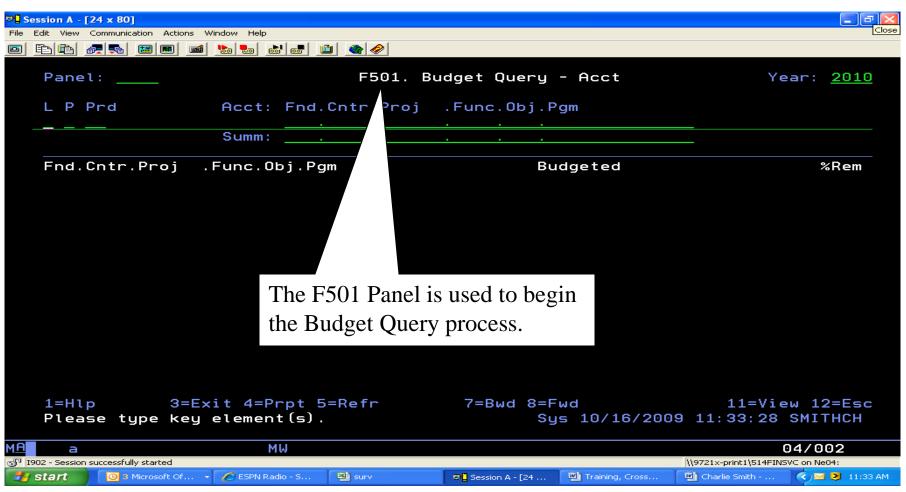


#### **500 Series Panel**



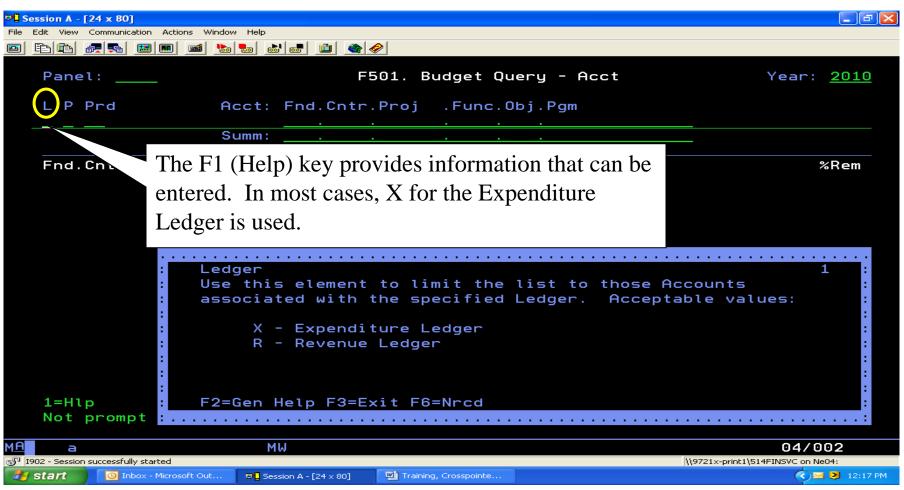


#### F501 Panel for Research



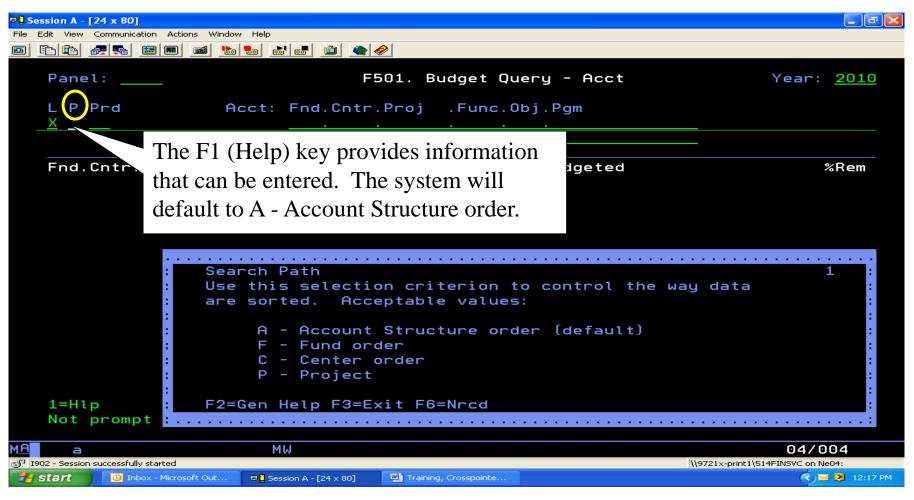


#### Ledger



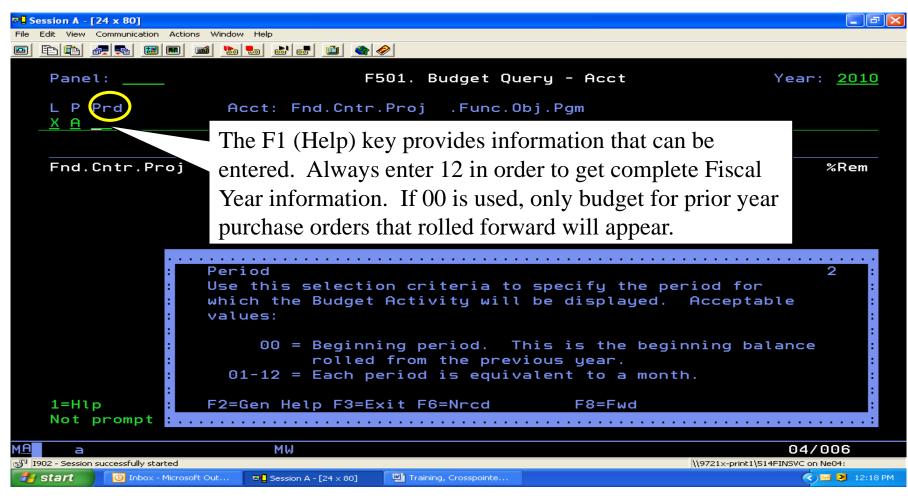


#### F501 Search Path



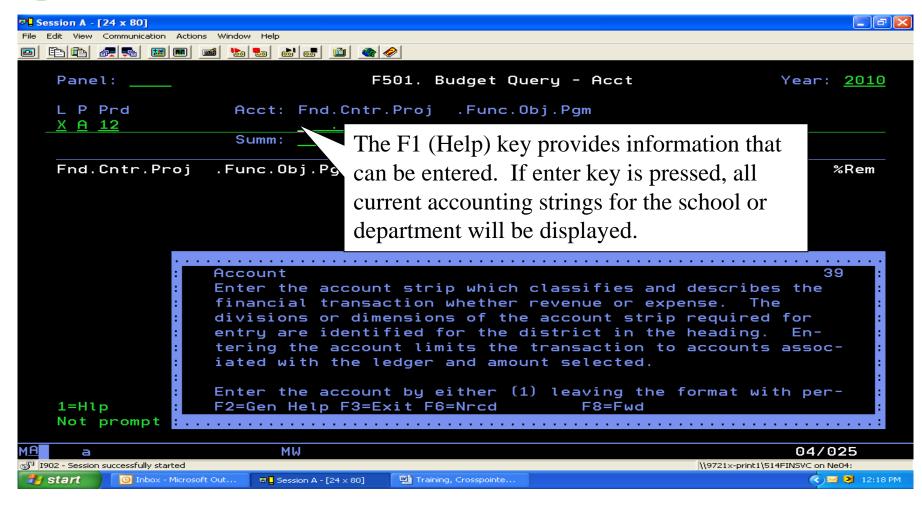


#### F501 Period



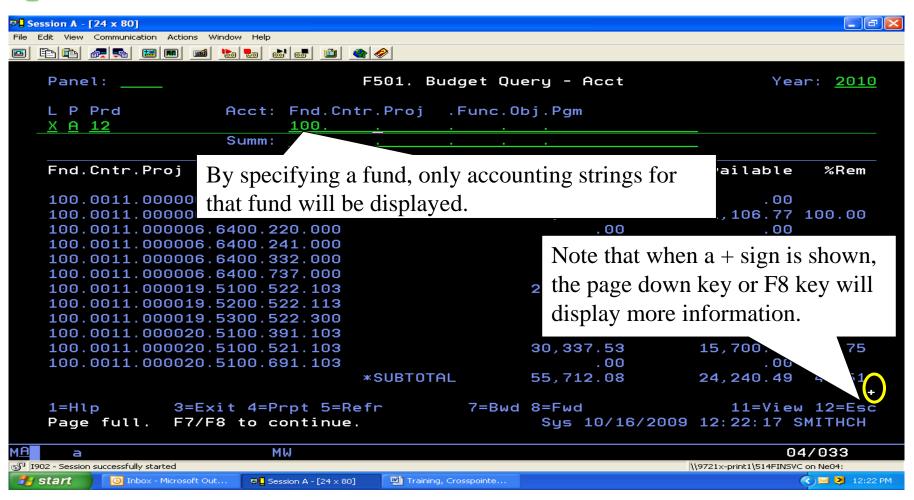


#### F501 Account

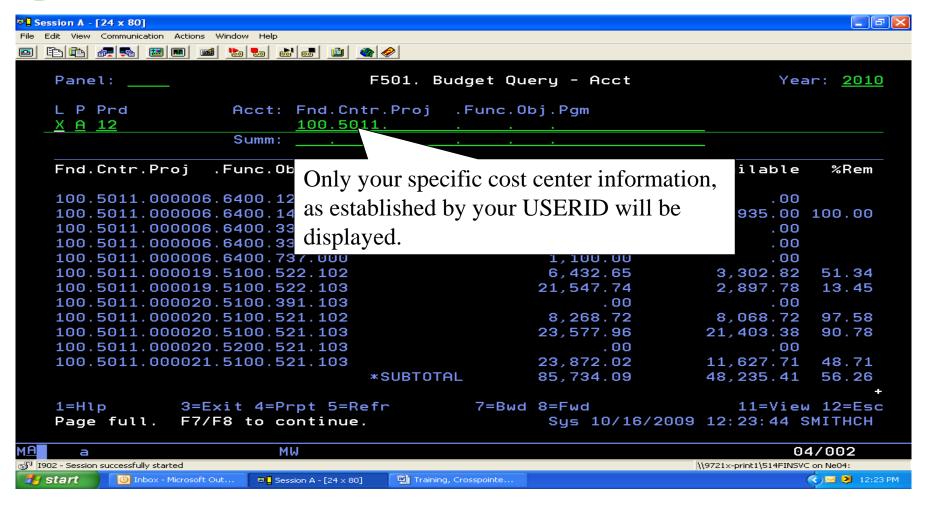




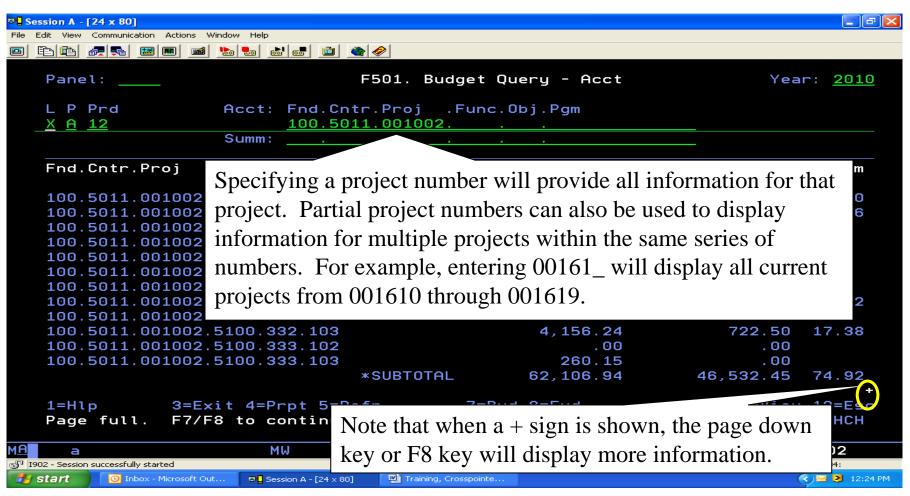
#### F501 Accounting Strings



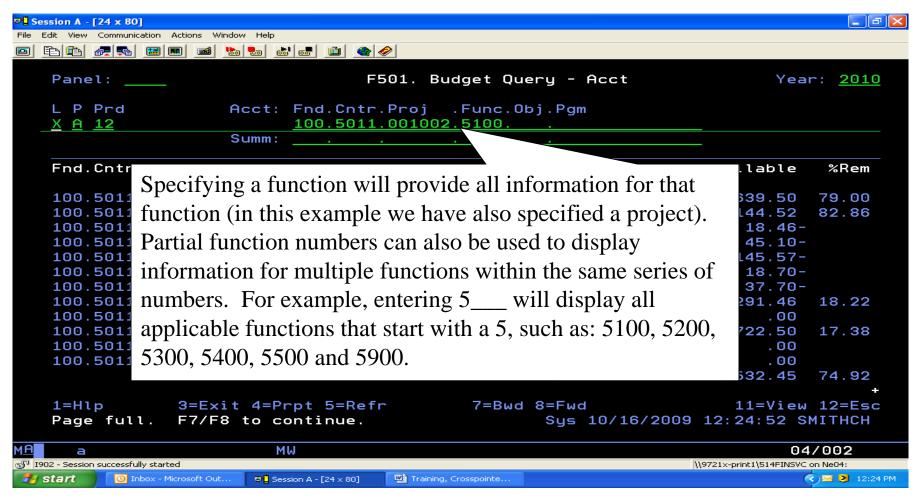




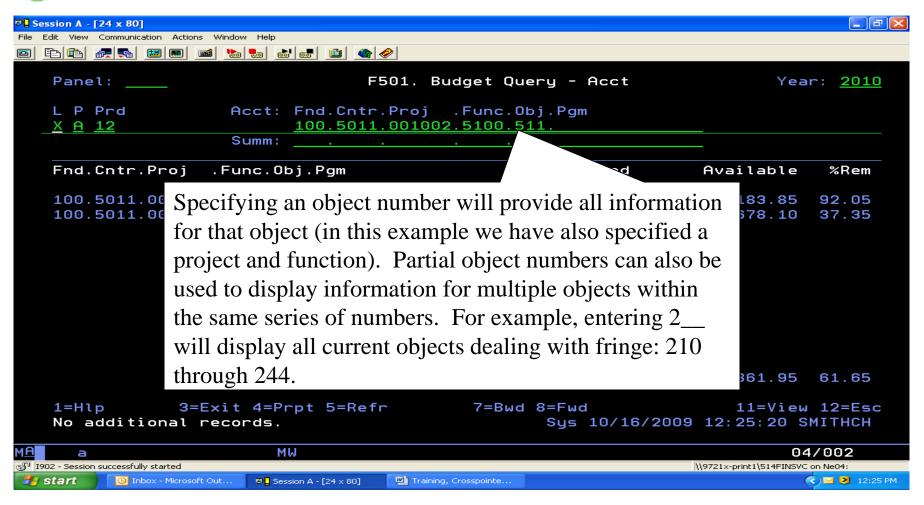




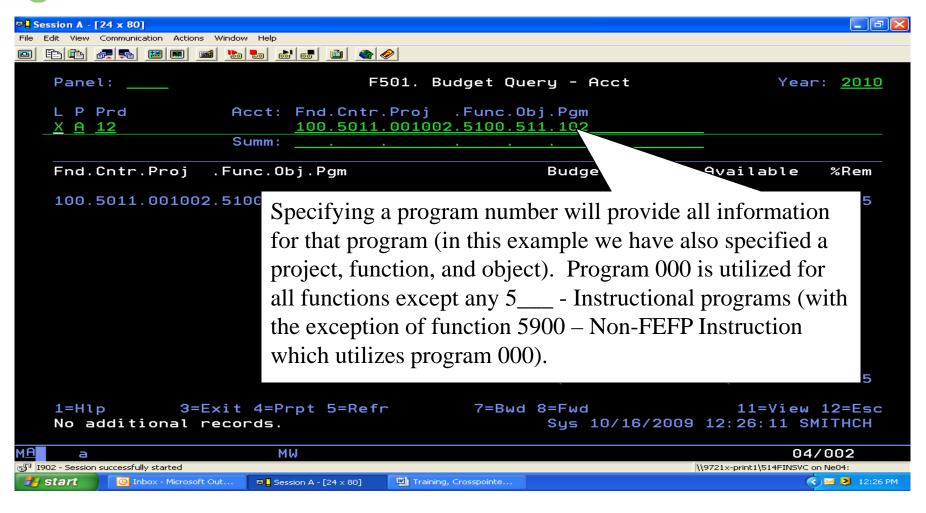




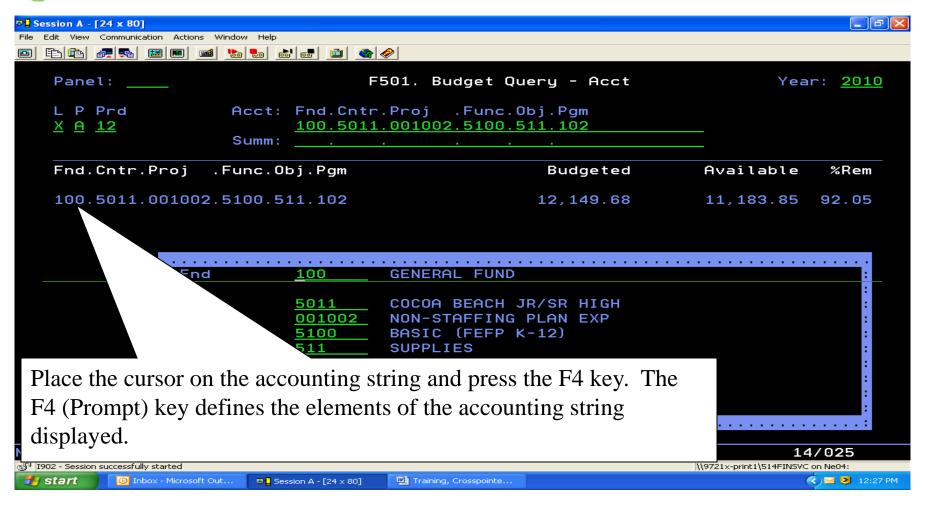




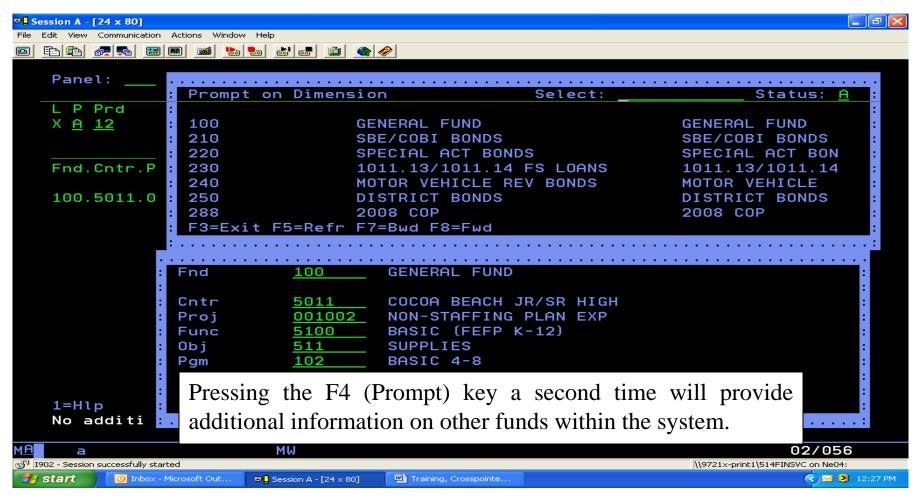




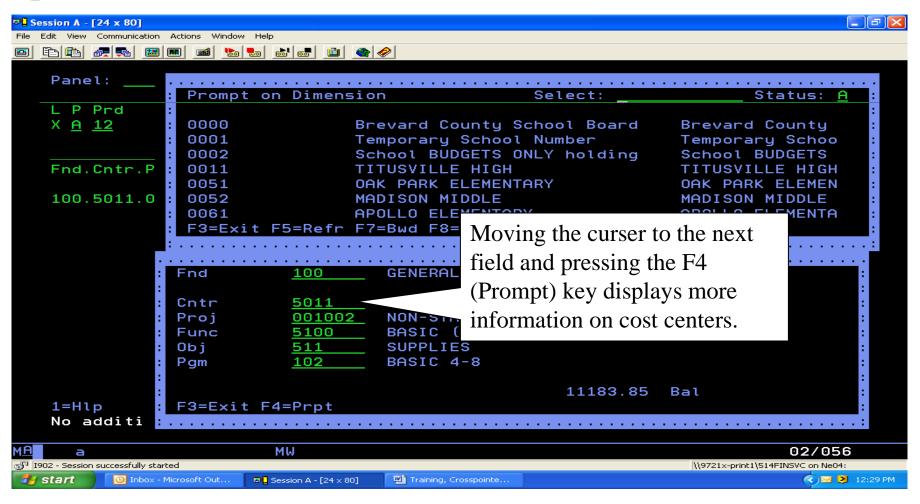




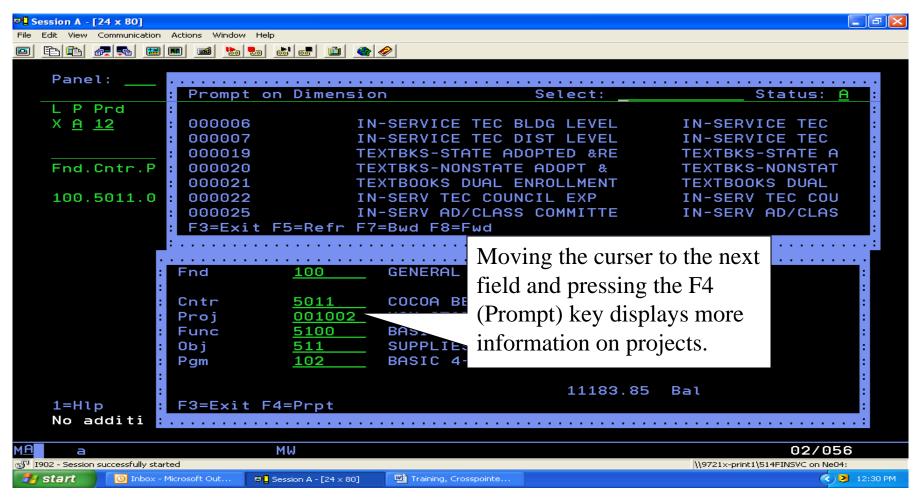




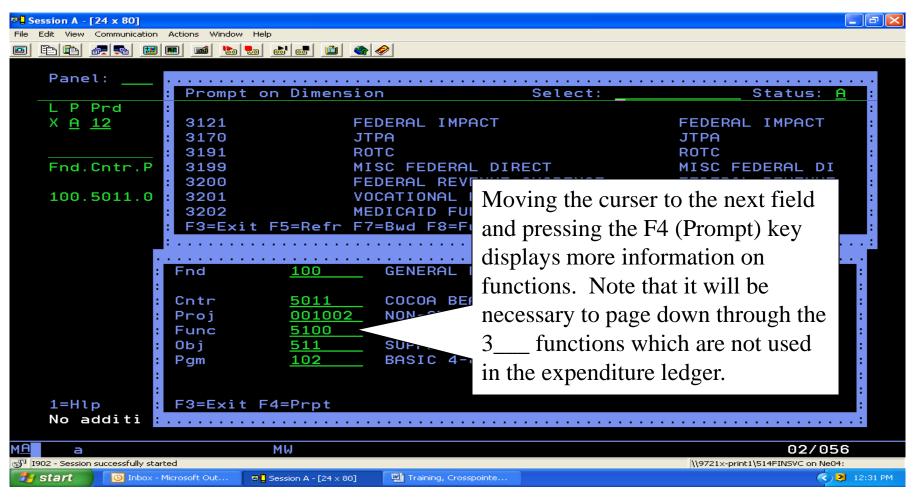




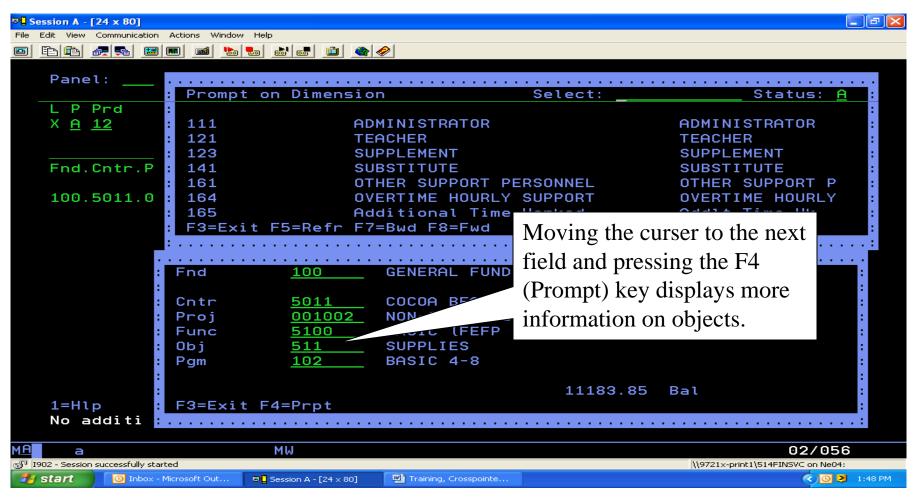




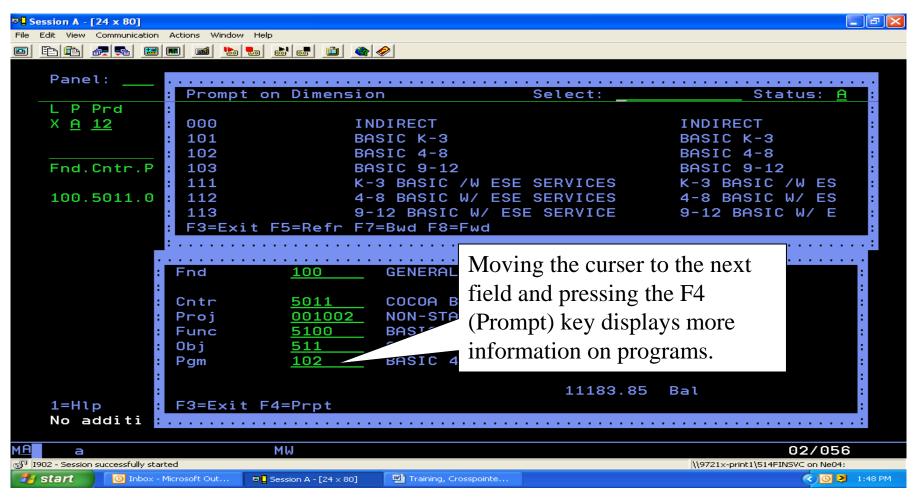




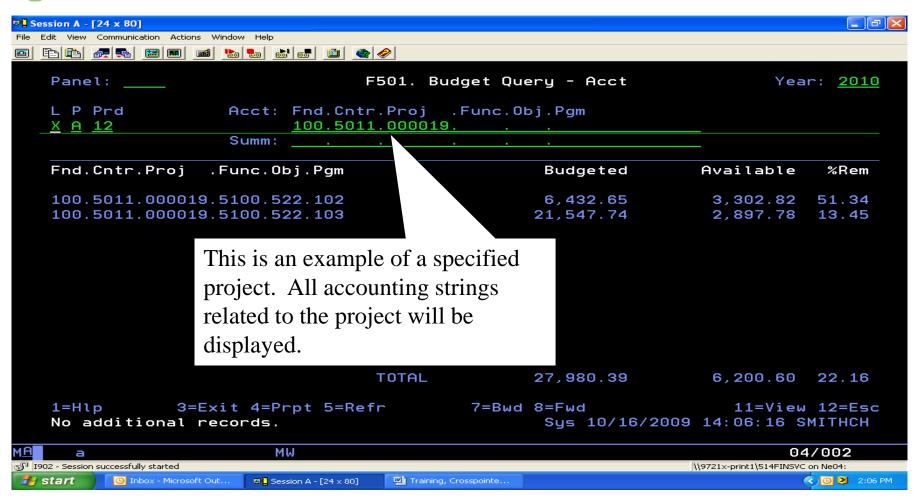




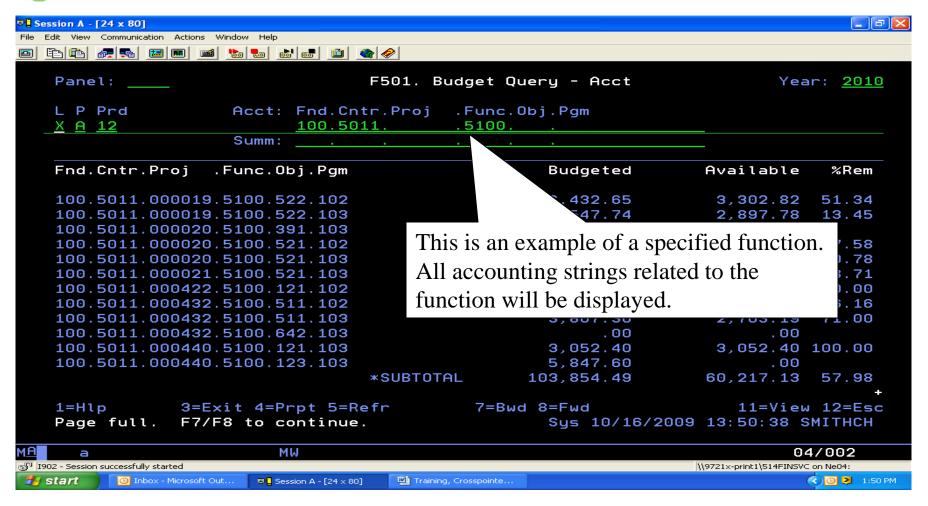




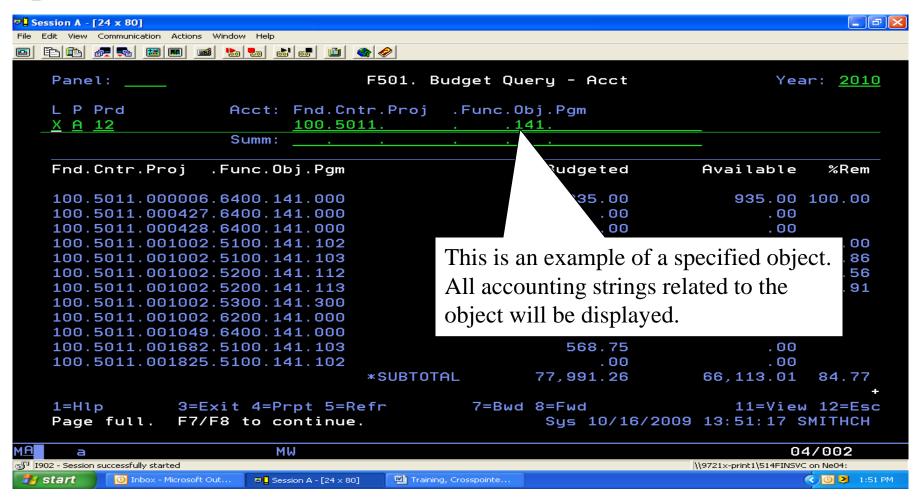




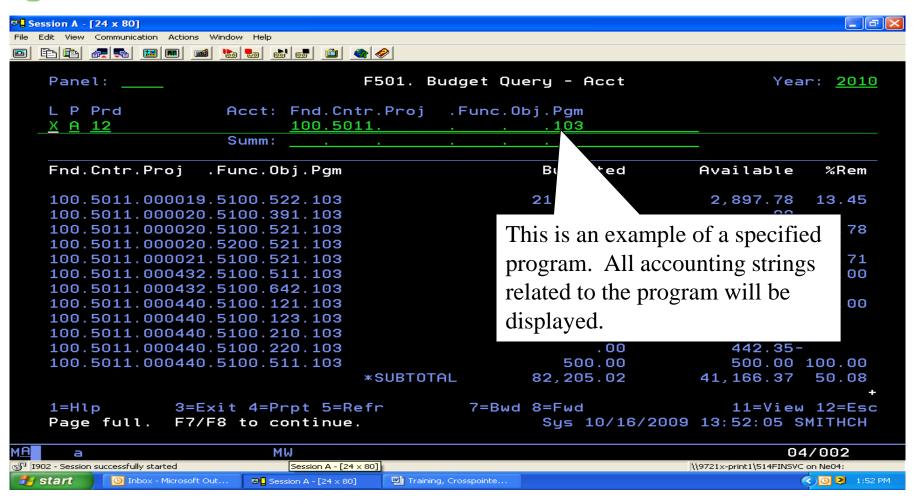






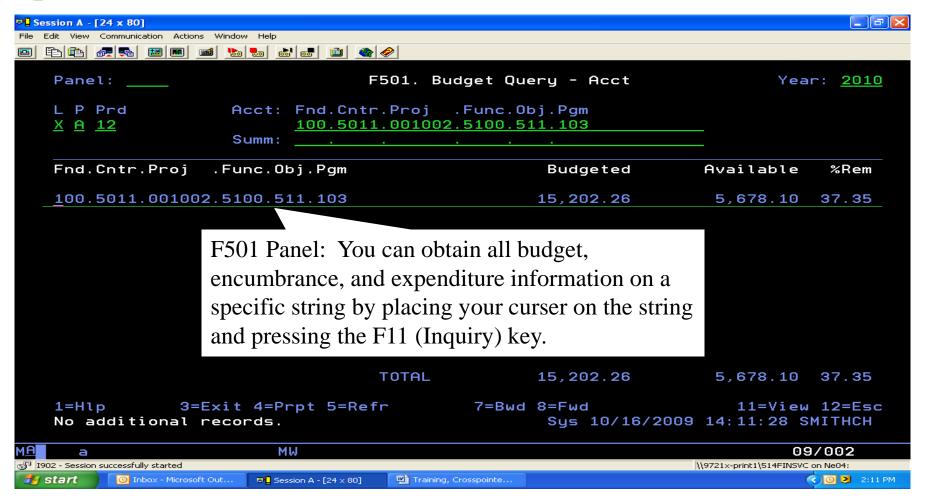




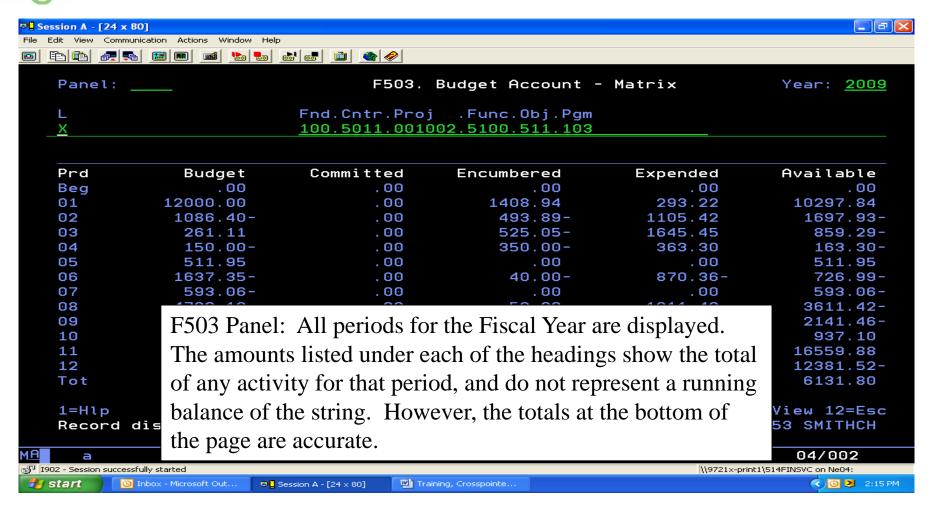




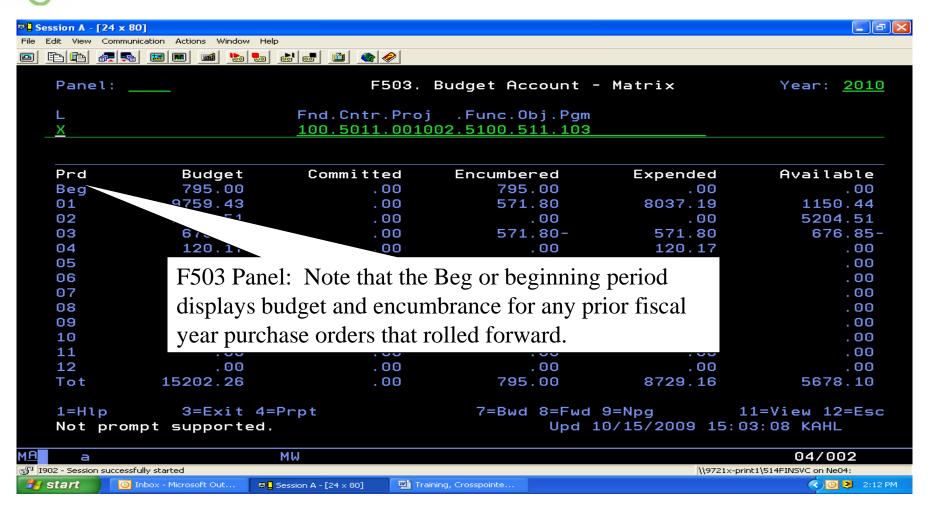
### Researching an Accounting String



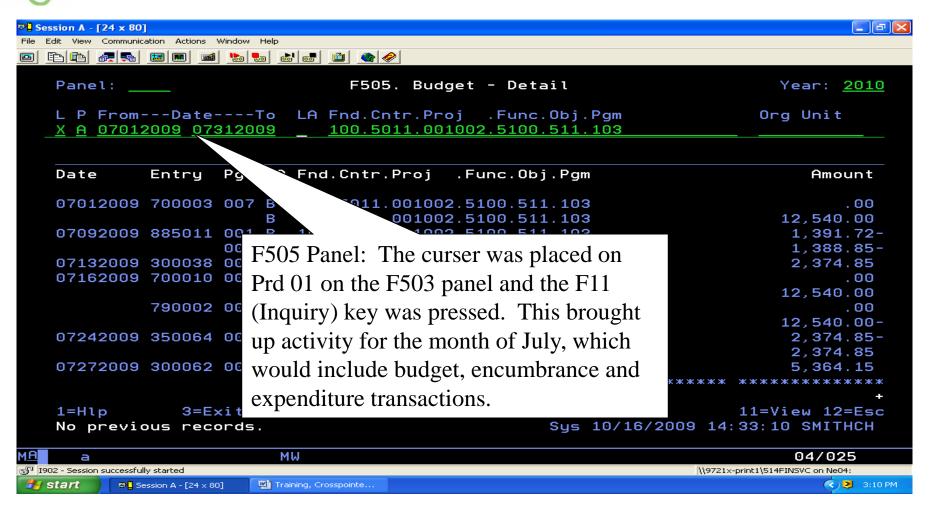




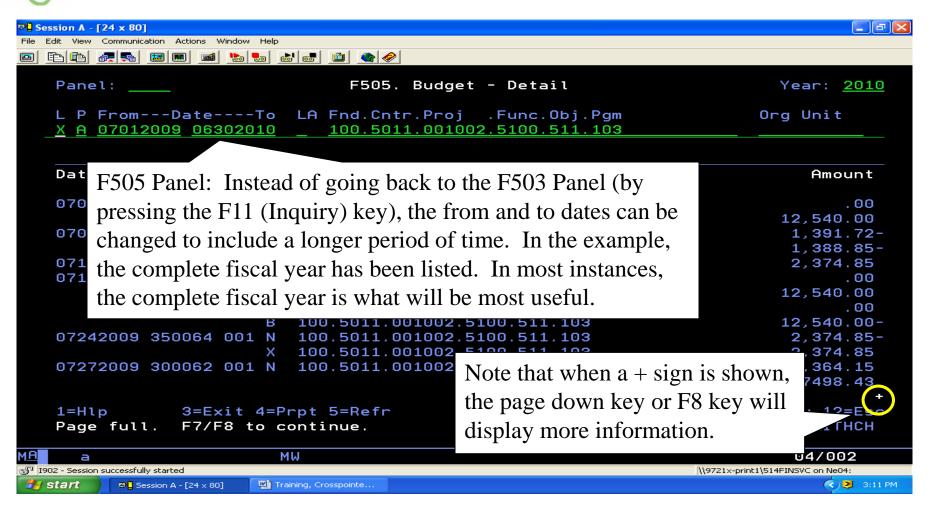




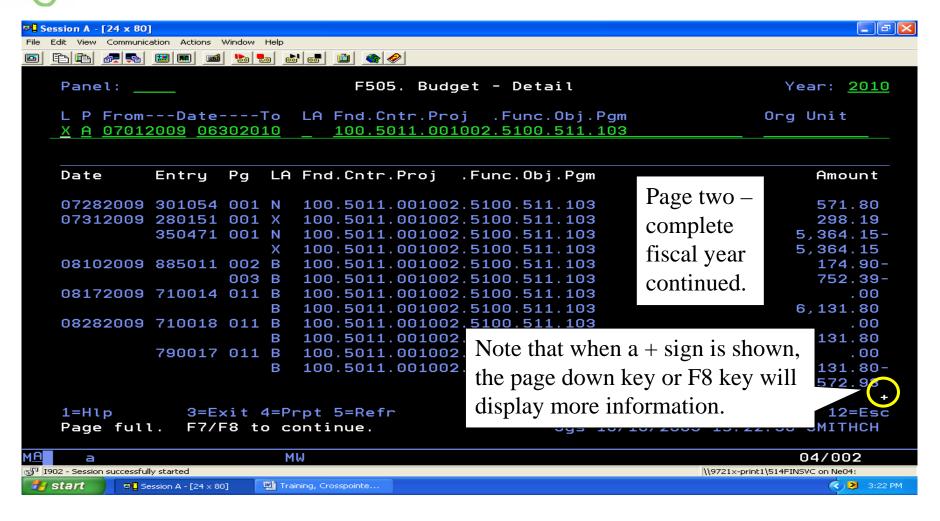






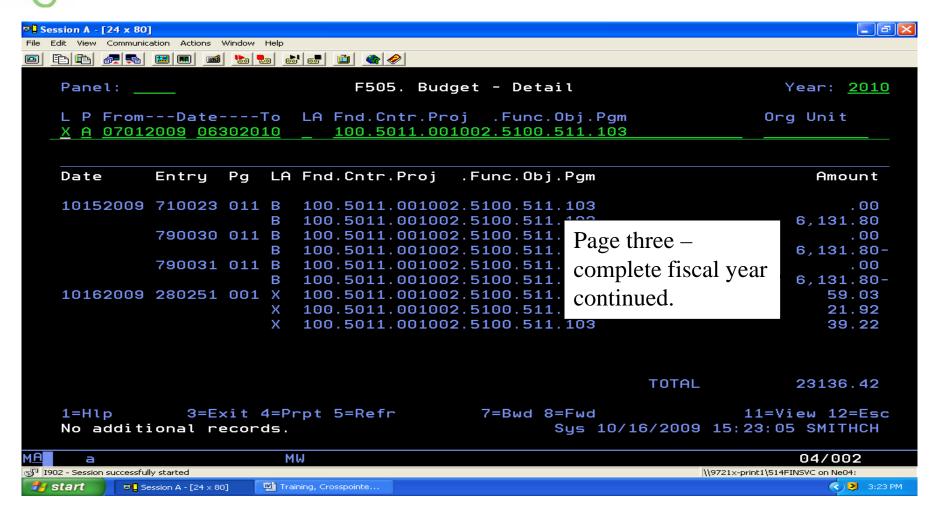






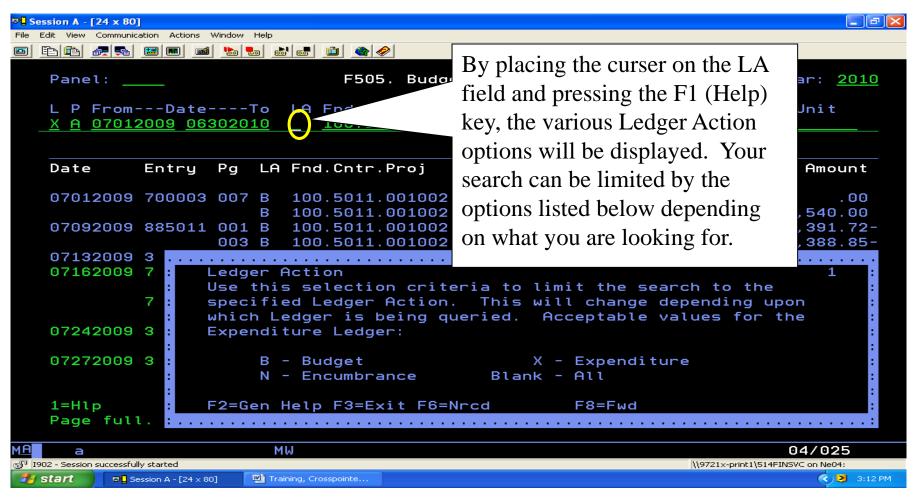


# Researching an Accounting String (cont.)



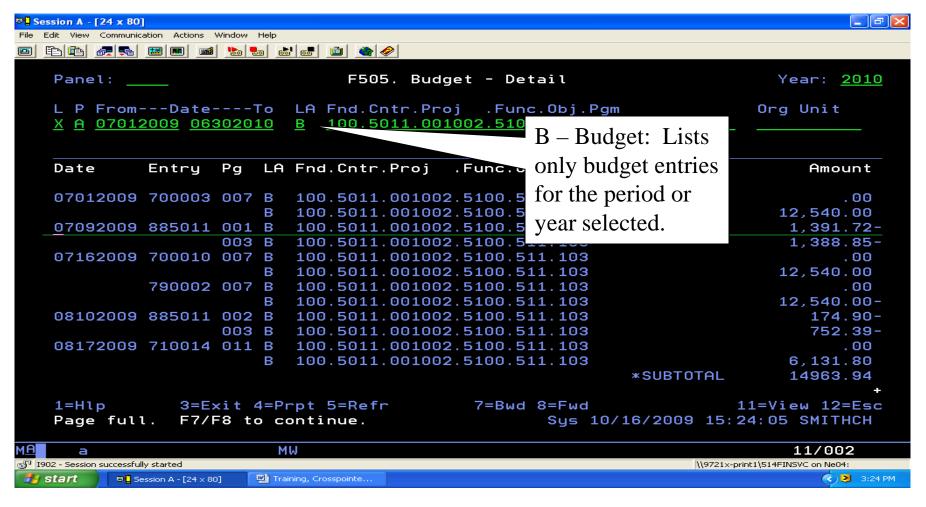


### **Defining Search**



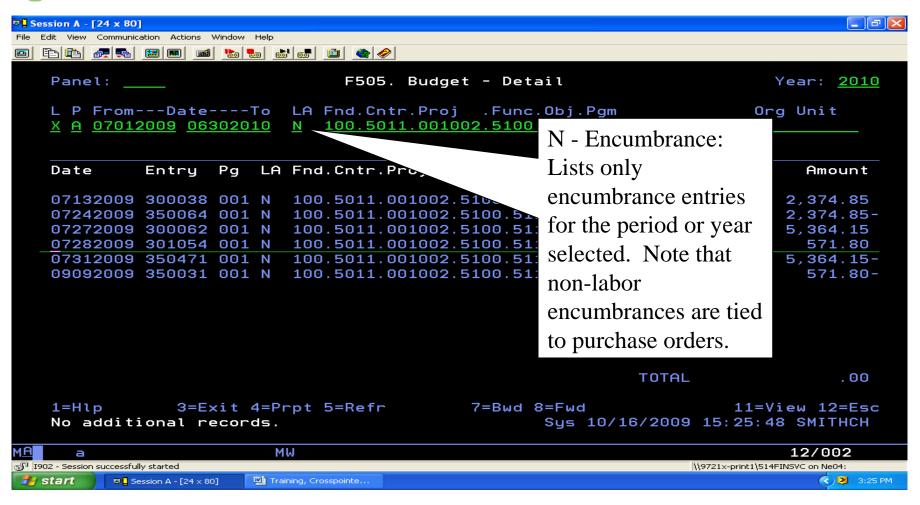


# Defining Search -Budget Entries-



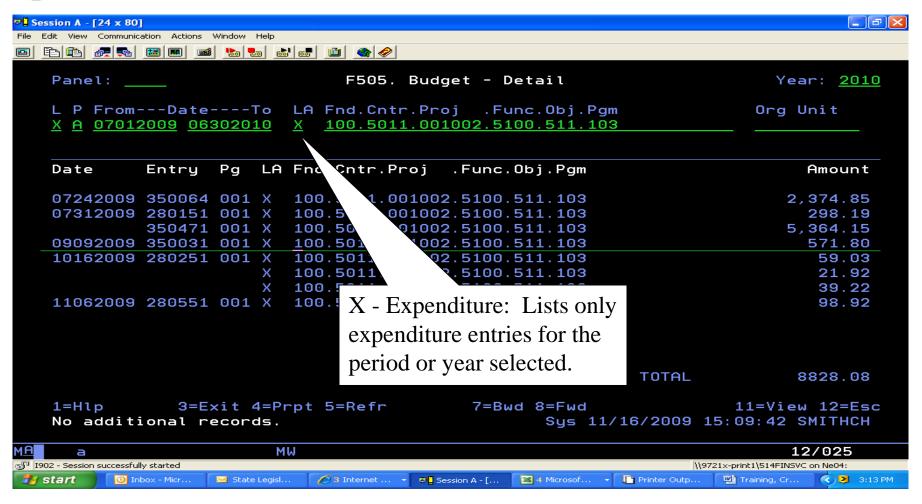


# Defining Search -Encumbrance Entries-



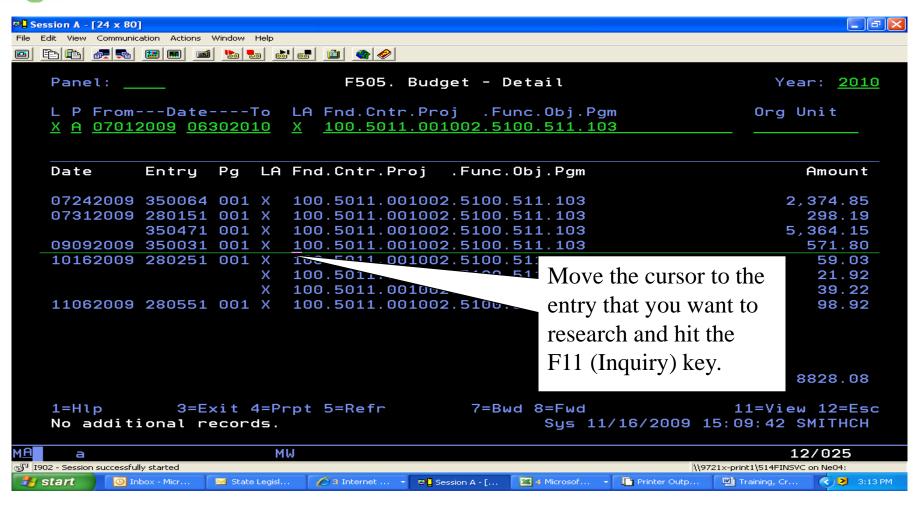


# Defining Search - Expenditure Entries -





#### Defined Research -F505-





#### Defining Search -F612-

<b>□</b> Se	ession A - [24 x 80]			
File	Edit View Communication Actions Window Help    Image: Imag			
	Panel:	F612 Journal Entry		Year: <u>2010</u>
	Action: <u>C</u> Date: <u>07282009</u>	Entry: 301054	<u> 1</u> Type: <u>JE</u>	
	Dsc: <u>BATCH PO - POST/PRINT</u> Rec:		rill take you to the Panel.	
	Dep:	Obj.Pgm Do	V0000107285 ATLANT: V0000107285 ATLANT: ebit Credit	
			ve the cursor to the F nber and hit the F11	PO
		Total (Inc	quiry) key to see mor	e
	1=Hlp 2=Nte 3=Exit 4=Prpt 5= No additional records.		ails related to the enditure.	2=Esc RNSL
MA FO 19	a MW 902 - Session successfully started		\\9721×-print1\514F	110 INSVC on Ne04:
	Start 5 Session A - [24 x 80] Training, Crossp	pinte	May east build for it	<b>₹</b> 3:26 PM



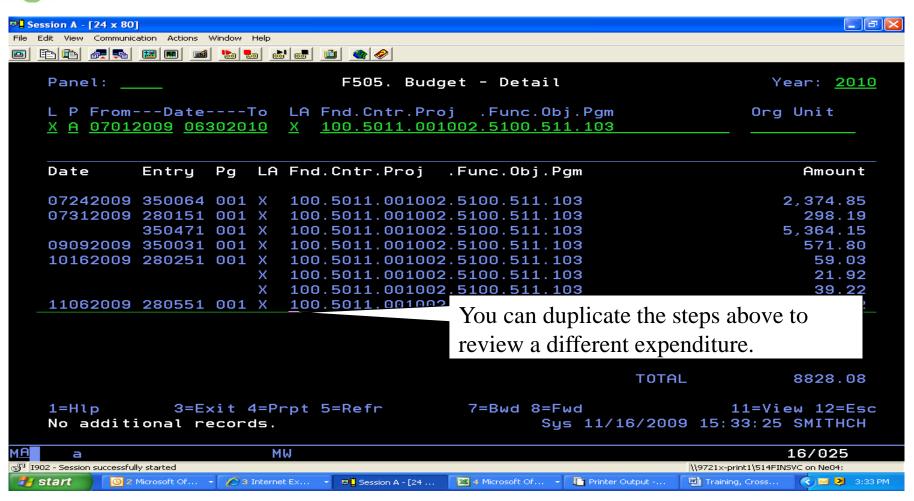
#### Defining Search -F817-

© Session A - [24 x 80]	
File Edit View Communication Actions Window Help	
Panel: F817. PO Items	Year: <u>2010</u>
Action: <u>C</u> PO: <u>21001602</u> Rf:	This will take you to
	the F817 Panel.
Vndr: V0000107285 ATLANTIC GLASS SYSTEMS INC	Item: 571.80
Date: 07282009 T: N S: P T/C:	Acct: 571.80
Ship: 5011 Cocoa Beach Junior/Senior High	Rcvd: 571.80
Buyr: <u>BECK</u> Rebecca Prosser Usr	: TRHV Paid: 571.80
Rqst: <u>5011</u> Cocoa Beach Junior/Senior High Req	: 501160027 Open: 0.00
Attn: J. FERNANDEZ	
Seq Rf Item Description	Qty Unit Unit Price Pct
001 01 INSTALL 12'X5' MIRROR WALL	<u>W/</u> <u>1 EACH</u> <u>571.8000</u>
RCV 1 INV 1 PAY	1 * 571.80 Ext <u>ក</u> ក្
RCV INV Ph.	A description of what was
— — — — — — — — — — — — — — — — — — —	
RCV INV PAY	purchased will be displayed.
Inv: 1	10tat 311.00
4-112 - 0-114 - 0-5-14 - 4-D-14 - 5-D-5 0-14 - 1-3-D-14	Note
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd	
No additional records.	Upd 09/09/2009 17:20:43 COPPOLMI
M <u>A</u> a MW	03/010
可 1902 - Session successfully started	\\9721x-print1\514FINSVC on Ne04:
Start Of • 63 Internet Exp • 51 Session A - [24 🔀 4 Microsoft Of	oft Of 🔻 📗 Printer Output 🖳 Training, Crossp 🔇 🔰 3:31 PM

Hitting the F11 key twice will return you to slide 39, which is the F505 Panel.

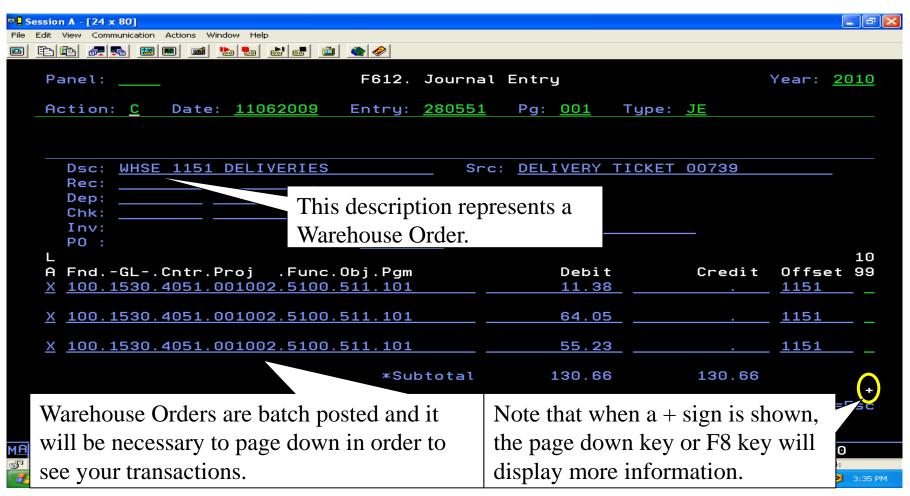


#### Defining Search -F505-





#### Defining Search -F612-





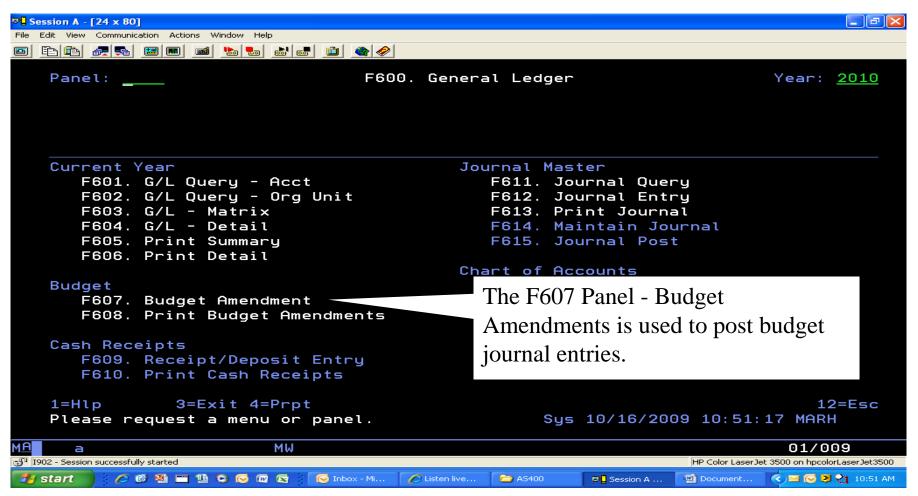
# Questions?



# BUDGET JOURNAL ENTRY

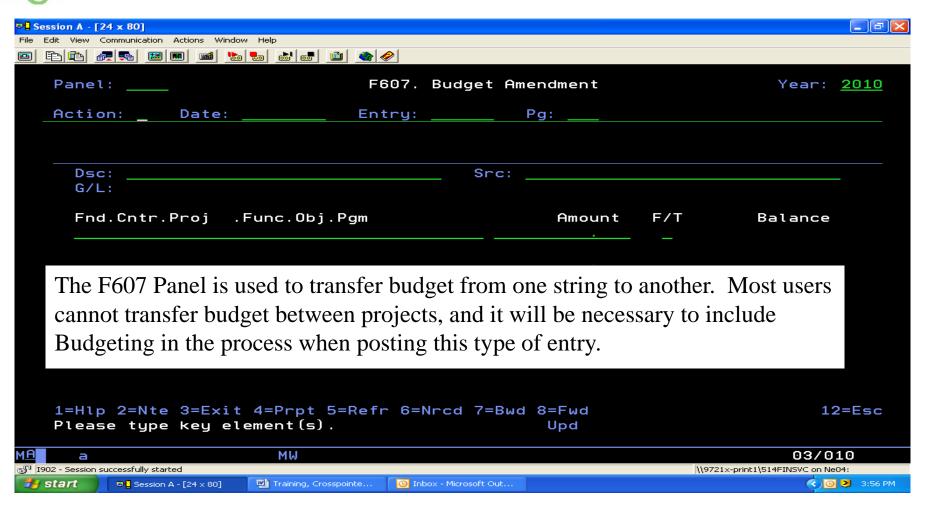


#### F600 Panel General Ledger



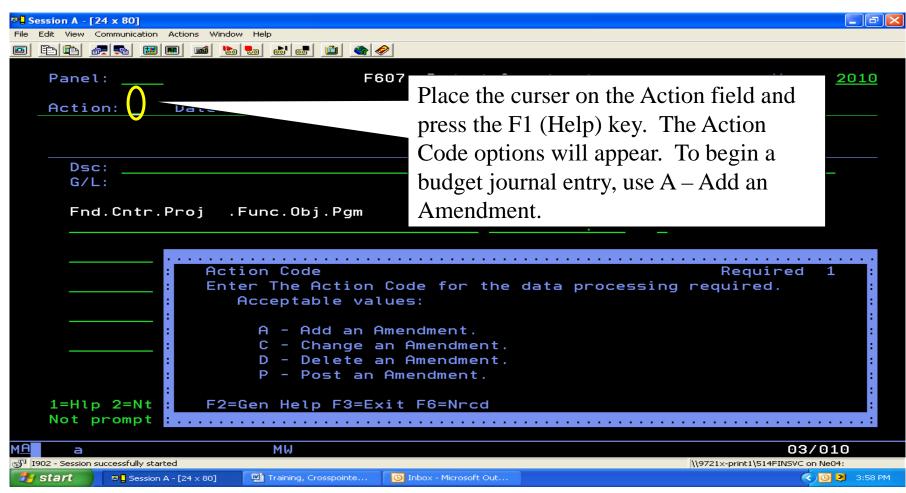


#### Budget Amendment Format



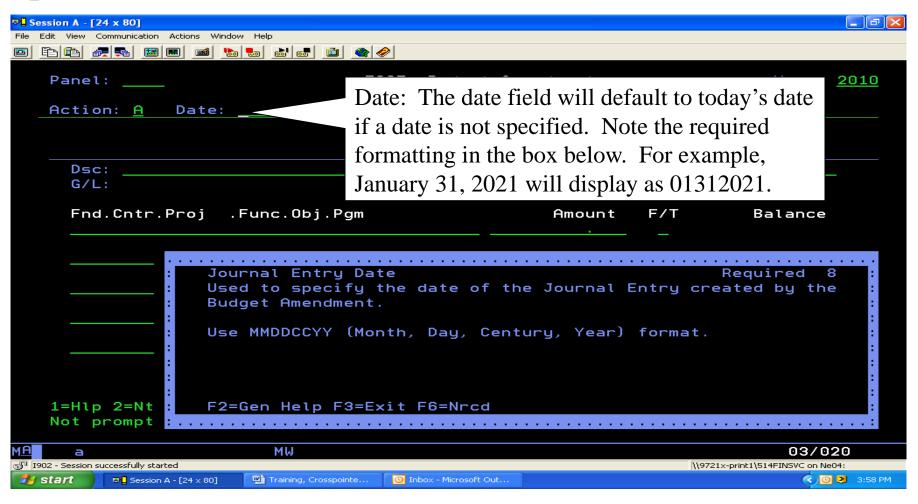


#### **Action Code**



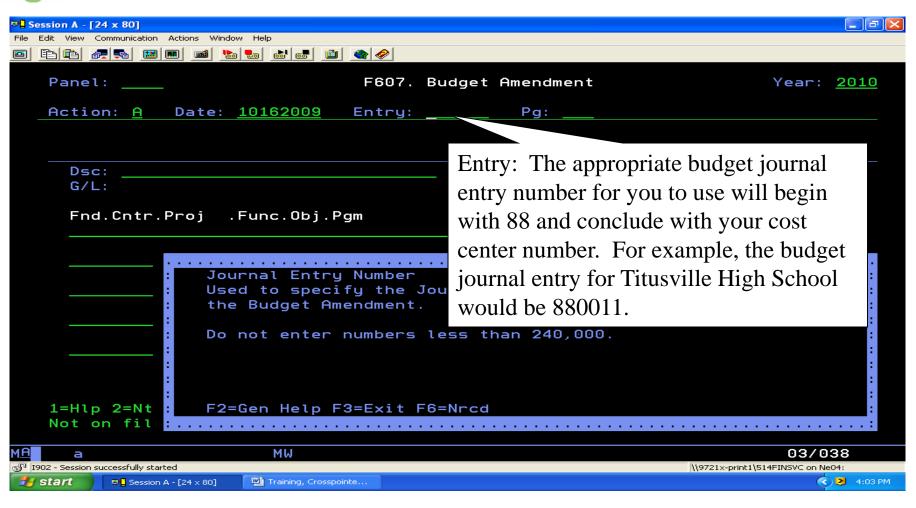


### **Journal Entry Date**



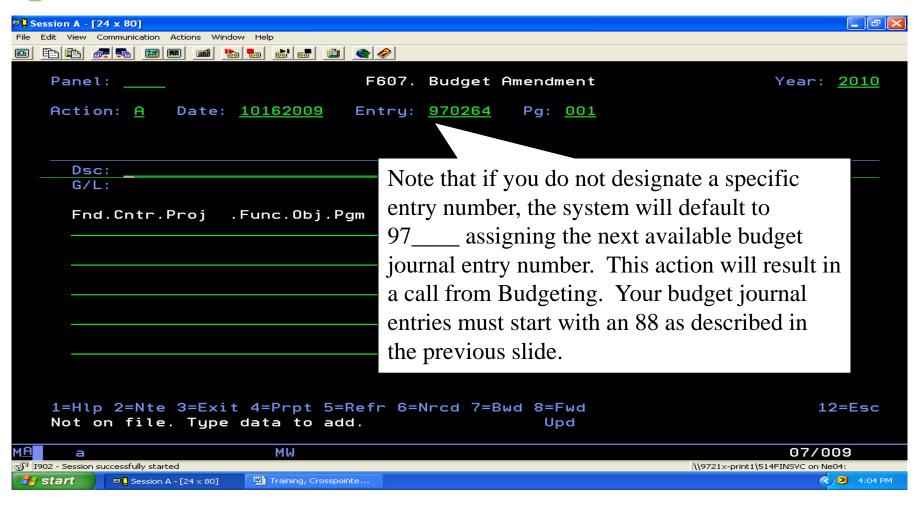


### Journal Entry Number



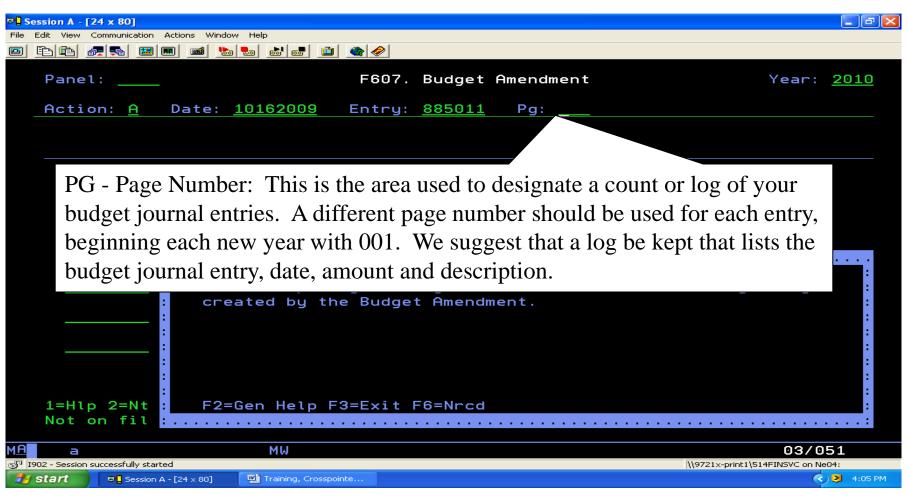


#### **Incorrect Entry Number**



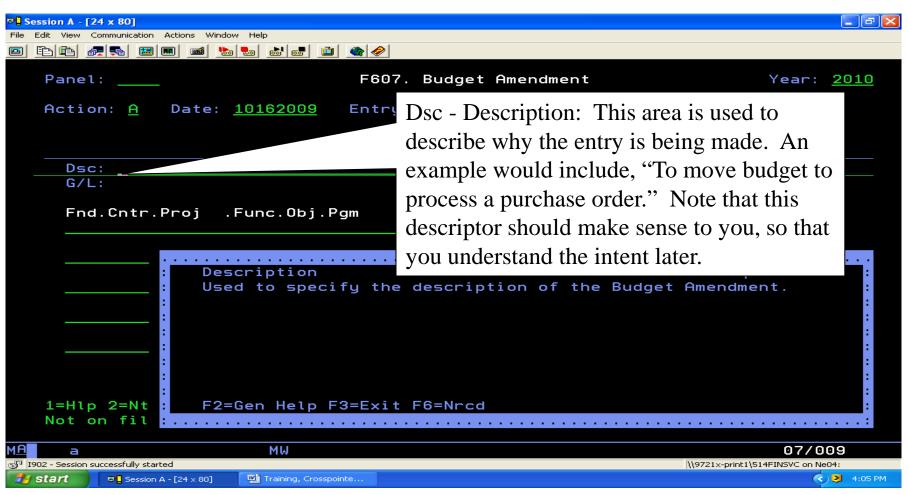


### Page Number



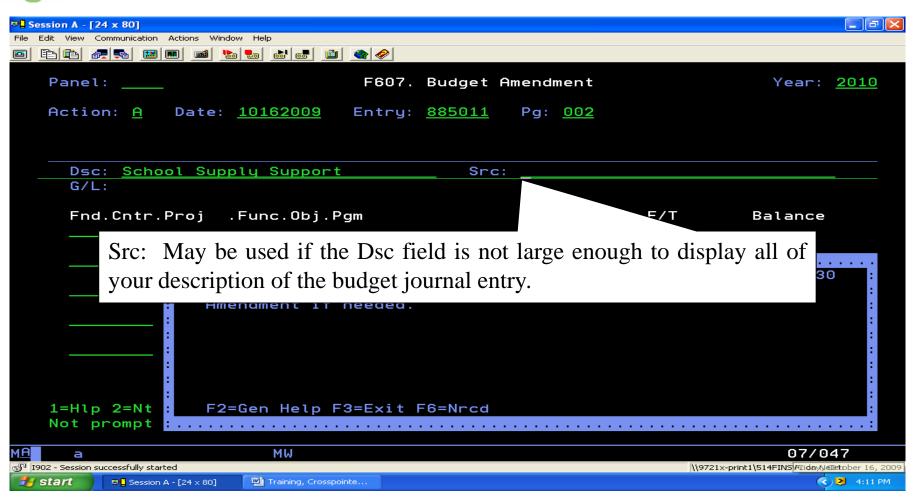


### Description



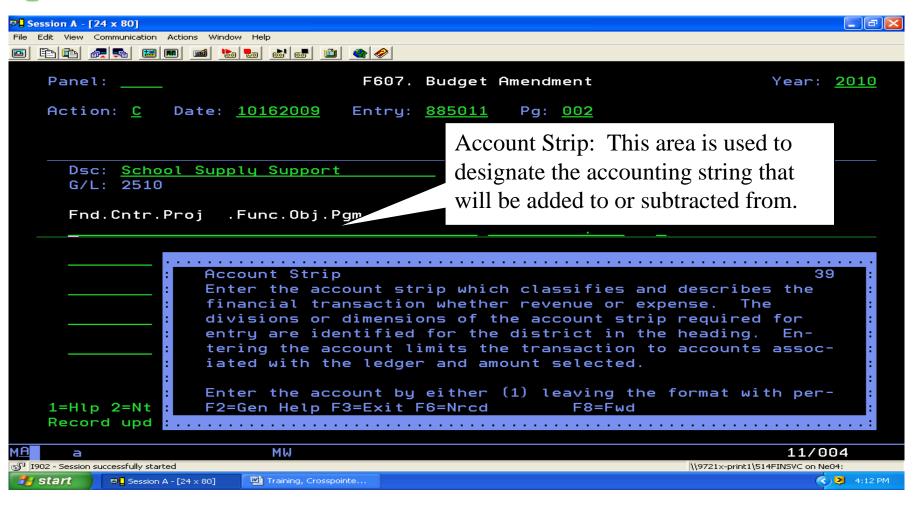


# F501 Accounting Strings



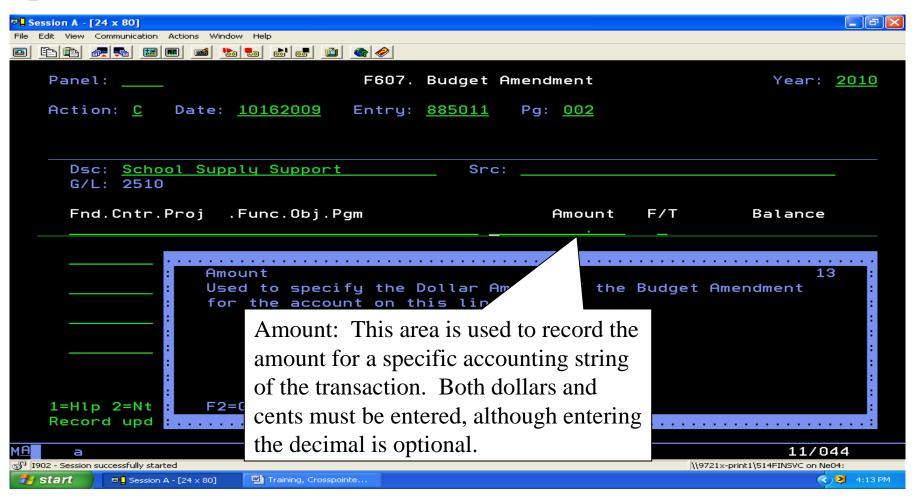


# **Accounting String**



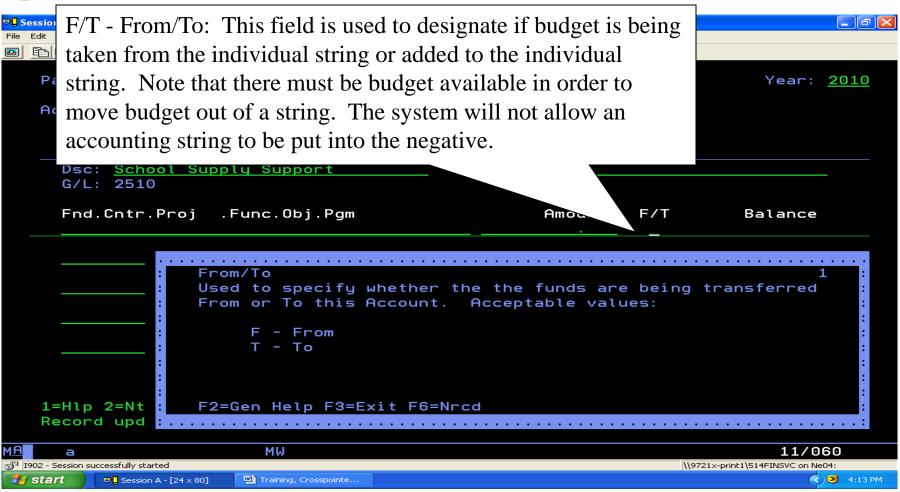


### **Budget Amount**



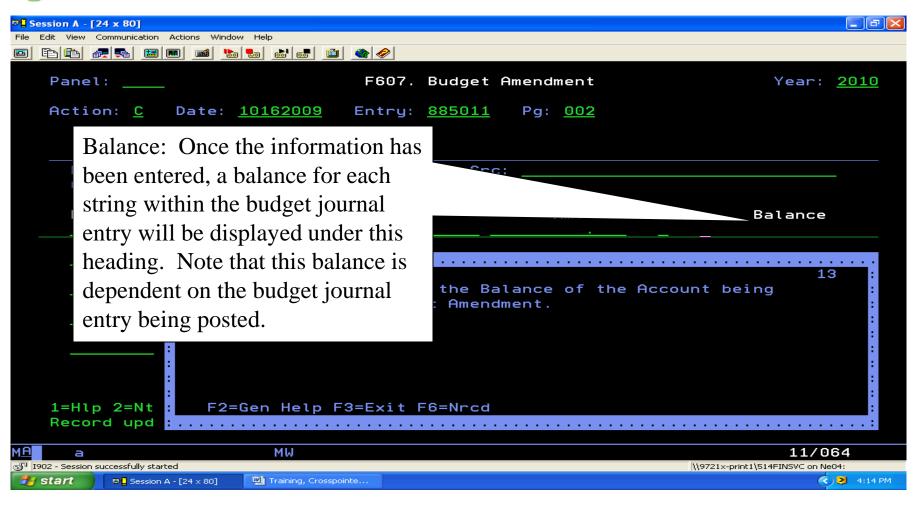


#### From/To



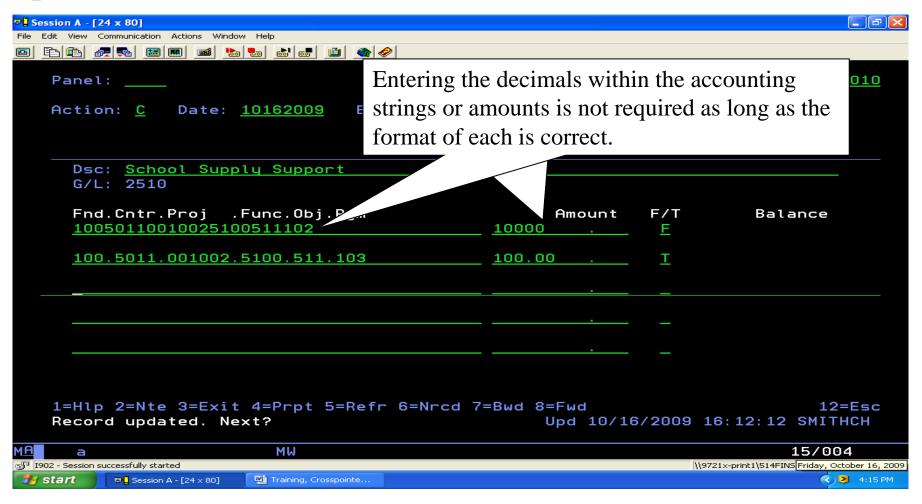


#### **Current Balance**



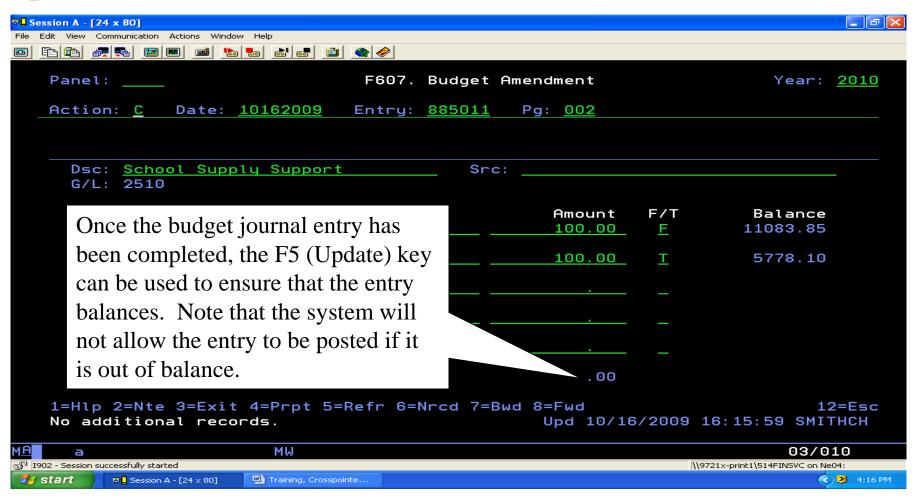


### **Entering Decimals**



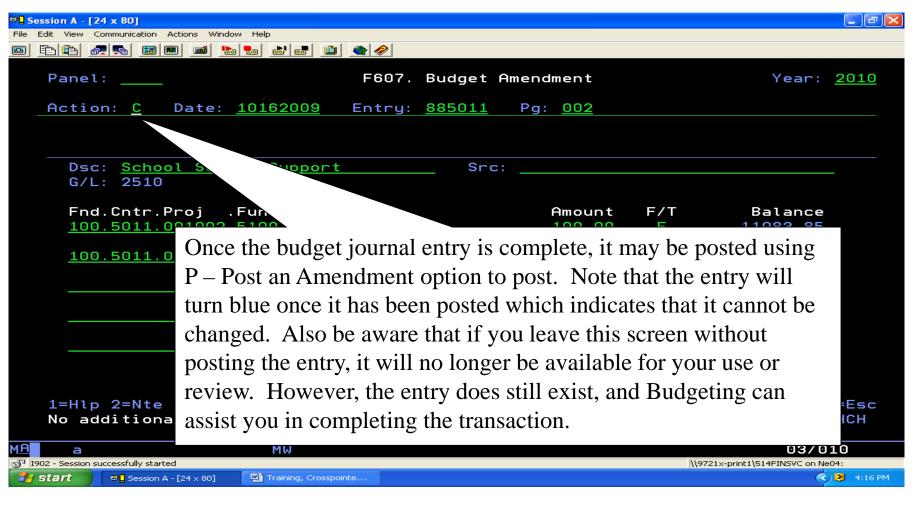


### **Entry Balance**





# **Posting**





# Expenditure Transfer Request

#### REQUEST FOR EXPENDITURE TRANSFER

BJE NUMB DATE:	ER:							Public Schoo	
PAGE:				DATE:					
			FROM	DEPT/SCHOOL	-: <u>-</u>				_
F	RO <u>M:</u>								
	Func	d Scho	pol/Dept	Project	Function	Object Code	Program Code	Amount	OFFSET
						TOTAL		\$ -	
Т	O:							•	
	Func	d Scho	ool/Dept	Project	Function	Object	Program	Amount	OFFSET
									_
						TOTAL		\$ -	
N	ote: Shaded ar	eas for Acco	ounting Use						
JUSTIFICATIO	ON:								
PREPARED	BY:			DEPT/SCHOO	OL APPROVAL:				
	n and date using								



# Budget Transfer Request

		ING USE ON	LY:	T TRANS				Breva Public Schoo	ls
PAGE:				DATI	<b>≣</b> :		_	SPACE	POCE 2
			FROM	DEPT/SCHOOL					
	FROM	1:							
		Fund	School/Dept	Project	Function	Object Code	Program Code	Amount	OFFSET
	<b>F</b>								
			ļ Į			TOTAL		\$ -	
	TO:	Fund	School/Dept	Project	Function	Object	Program	Amount	OFFSET
						TOTAL		\$ -	
JUSTIFICA		aded areas	for Accounting Use					-	_
PREPARI	ED BY: _			DEPT/SCHOO	OL APPROVAL:				
** Please sign and date using blue ink.				DATE:					



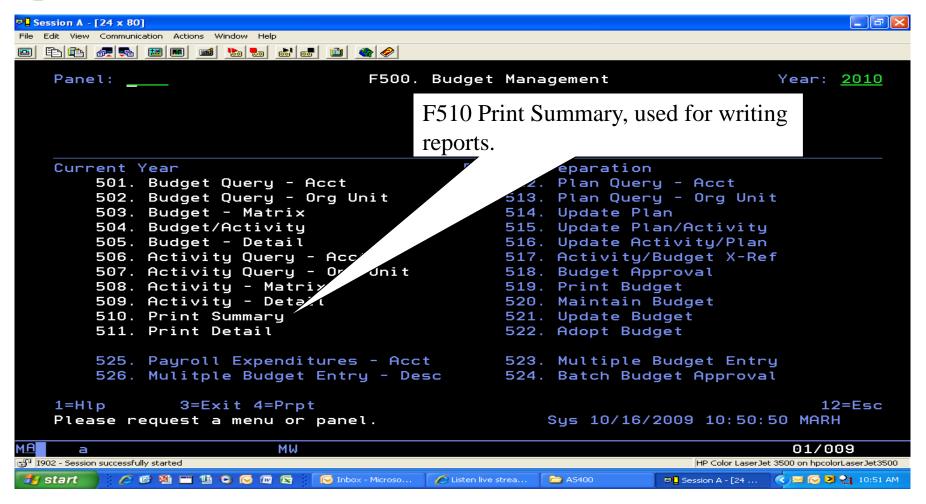
# Questions?



# BASIC REPORT WRITING

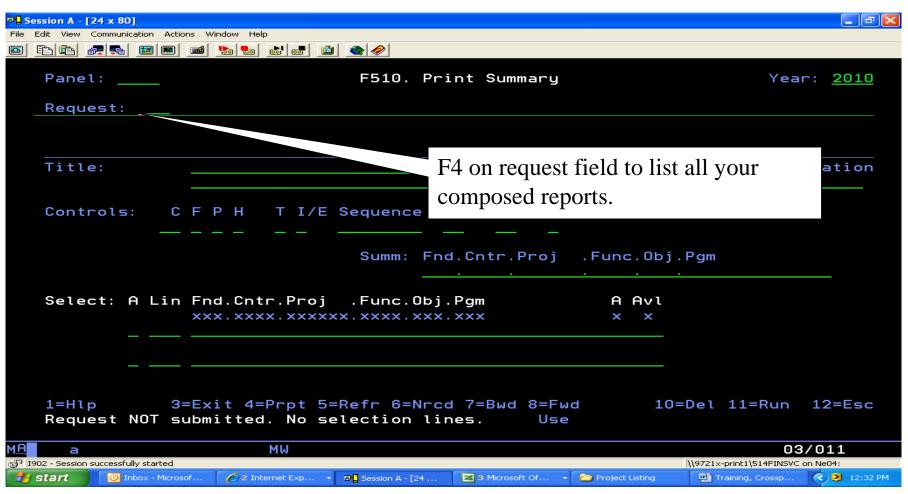


#### F510 Print Summary





#### Request



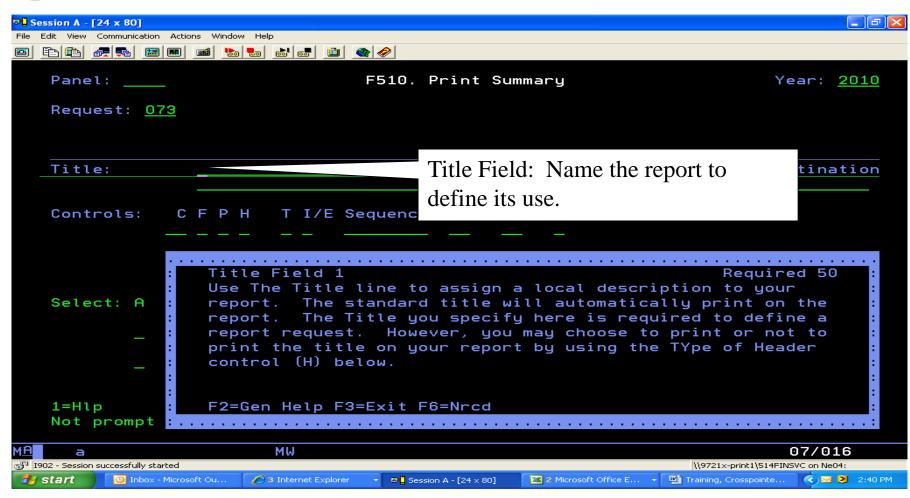


# **Report Listing**

© <mark>.</mark> Session A - [24 x 80]	
File Edit View Communication Actions Window Help	
All reports will be listed. You can use a current report or use a new number and create a new report.	Year: <u>2010</u>
Title:	Destination
Controls: C F P H T I/E Lence F-Prd-T Sr	- :
Select: A: 001 Revenue : 002 Budget by Cost Center _ 003 Summary of Budgets by Cost Center : 004 Proposed Budget by Cost Center _ 005 Proposed Budget by Function : 006 CA041 - For Cost Report at Year-End : 007 COPIERS	043008 0959 : 060509 1601 : 102108 1031 : 111105 1328 : 082707 1351 : 082709 1555 : 052907 0951 :
1=Hlp : F3=Exit F5=Refr F7=Bwd F8=Fwd Please typ :	: :
M <u>A</u> a MW	14/055
1902 - Session successfully started [\\97	721x-print1\514FINSVC on Ne04:
Start Inbox - Microsoft Ou 3 Internet Explorer 🔻 💆 Session A - [24 x 80] 🗵 2 Microsoft Office E 🔻 🖳 Traini	ng, Crosspointe 🤇 🔀 🔰 2:38 PM

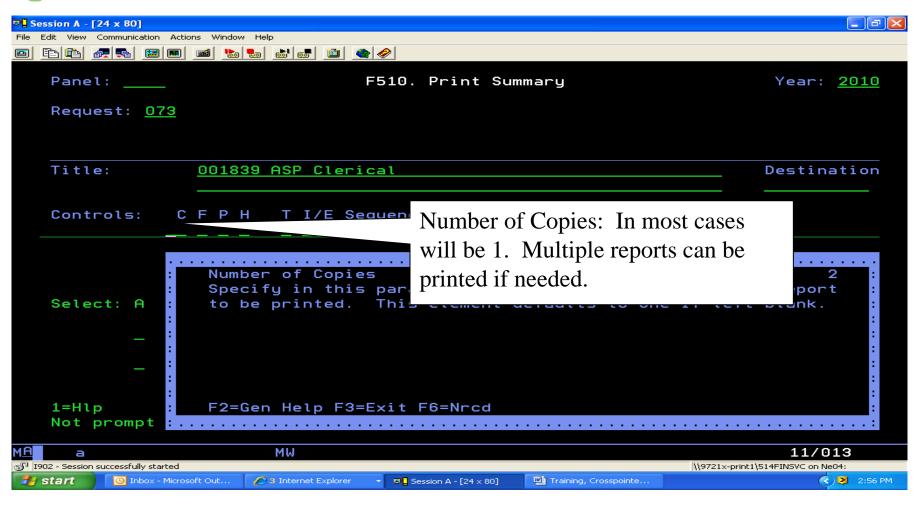


#### Title Field



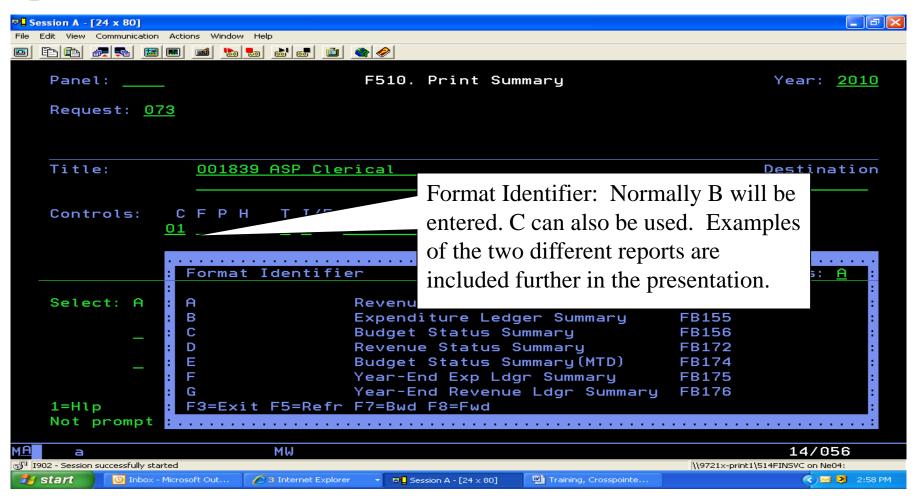


## Number of Copies



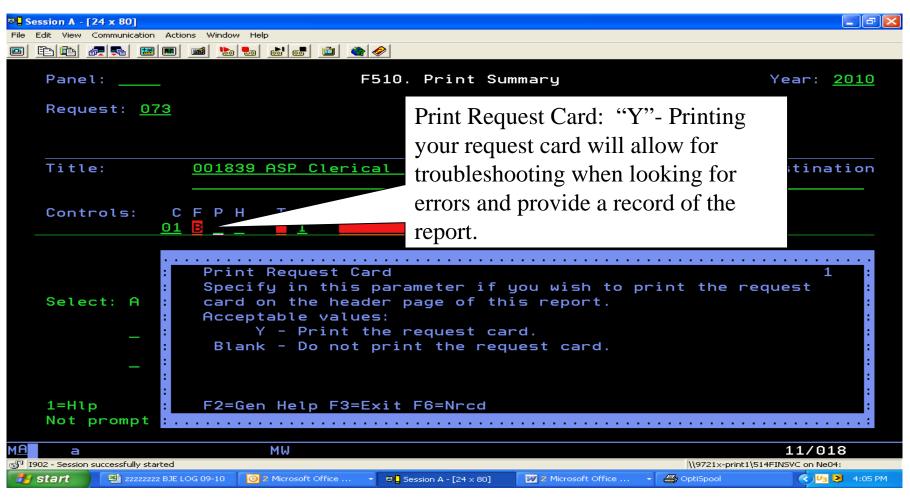


#### Format Identifier



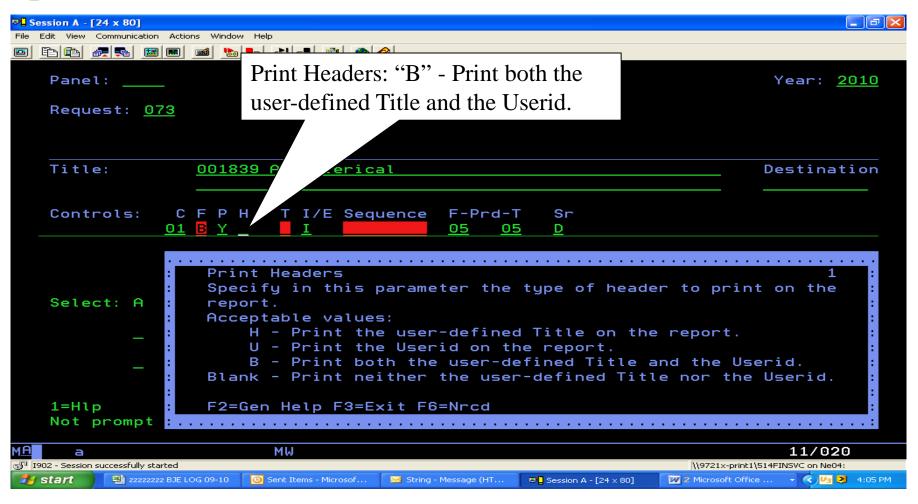


## **Print Request Card**



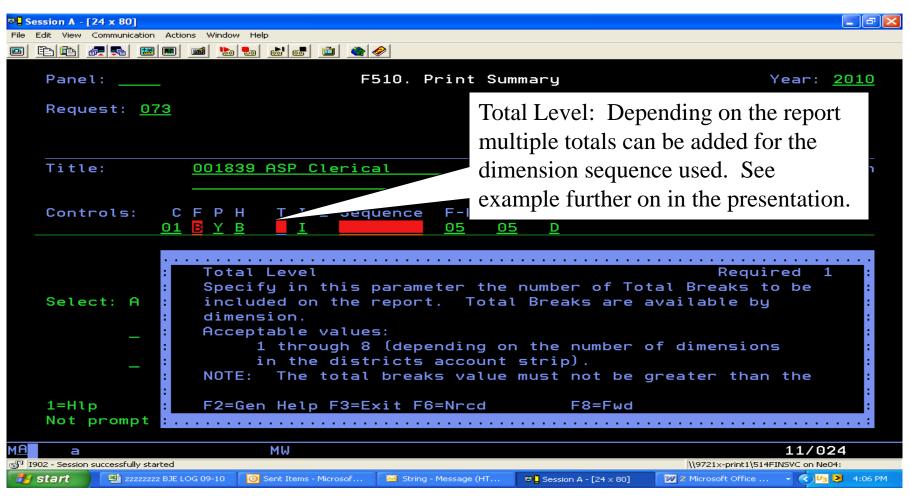


#### **Print Headers**



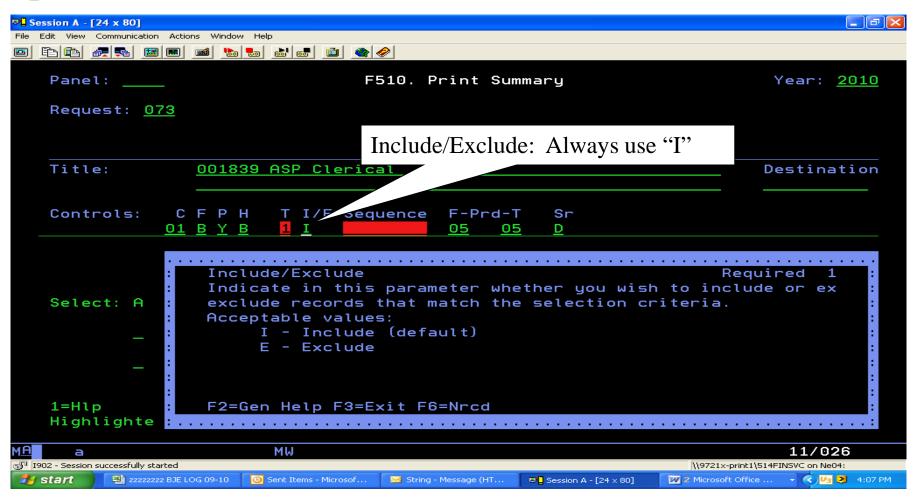


#### **Total Level**



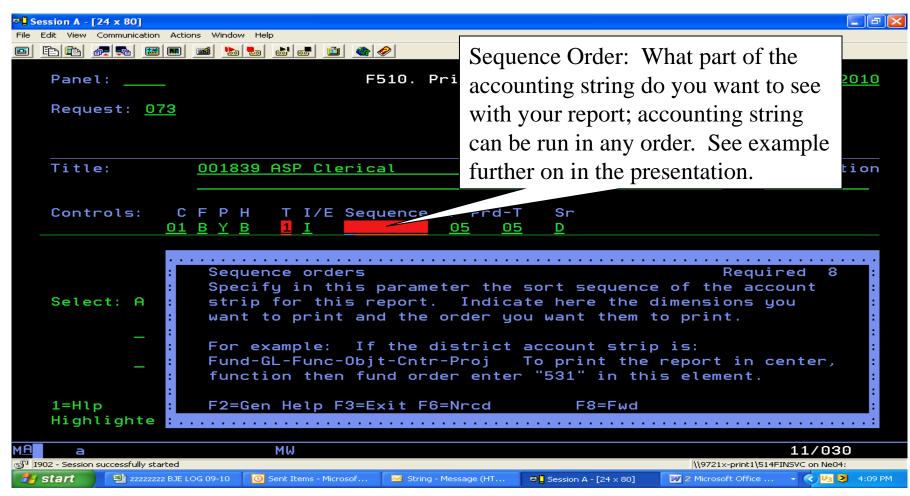


#### Include/Exclude



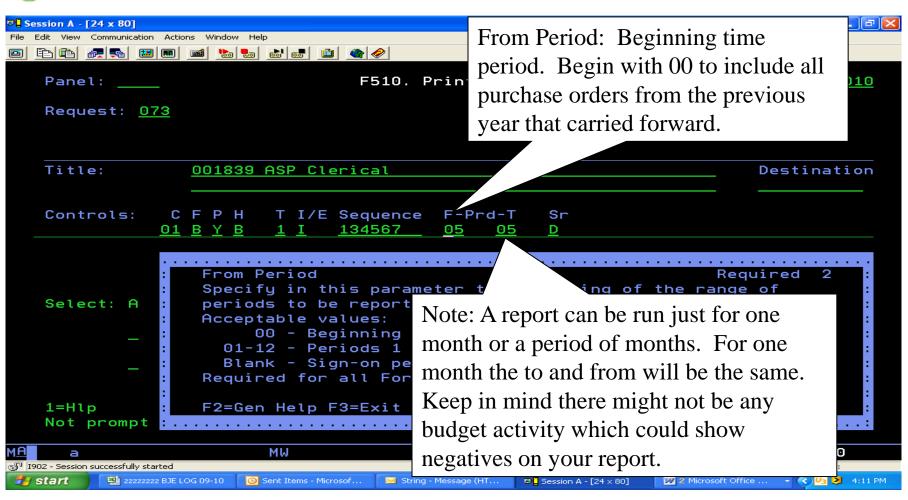


## Sequence



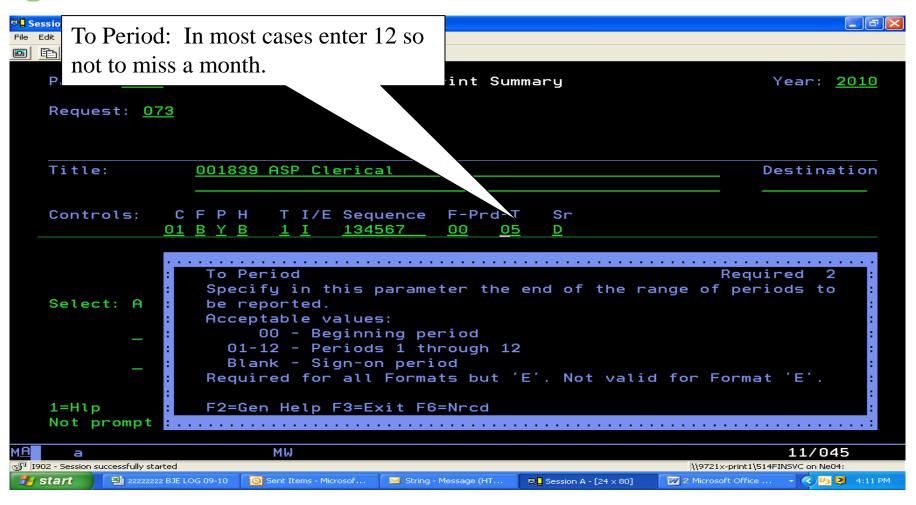


#### From Time Period



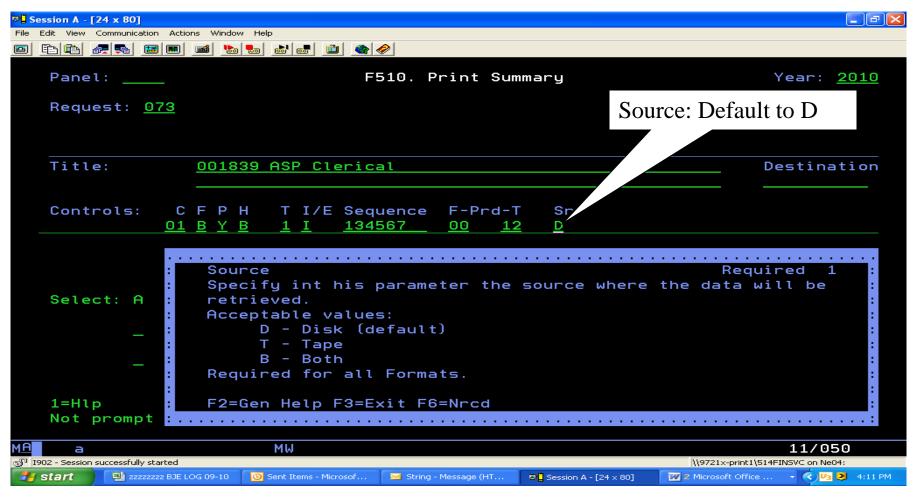


#### To Time Period



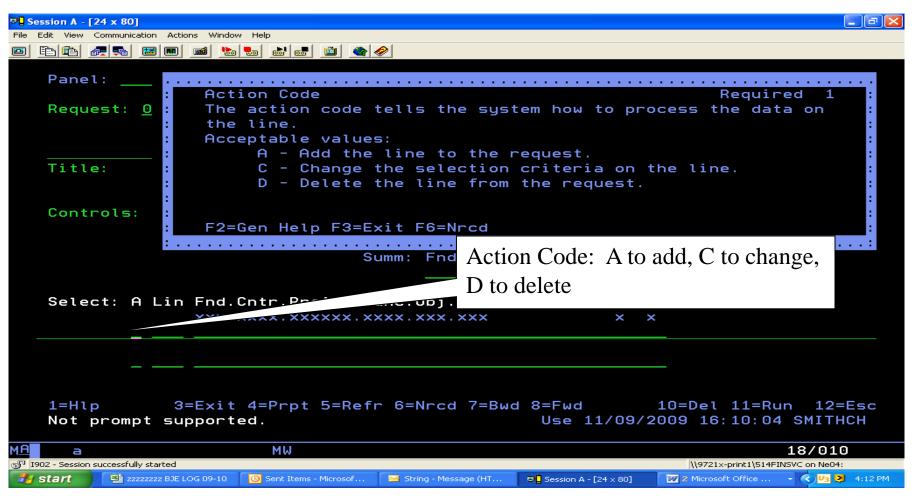


#### Source



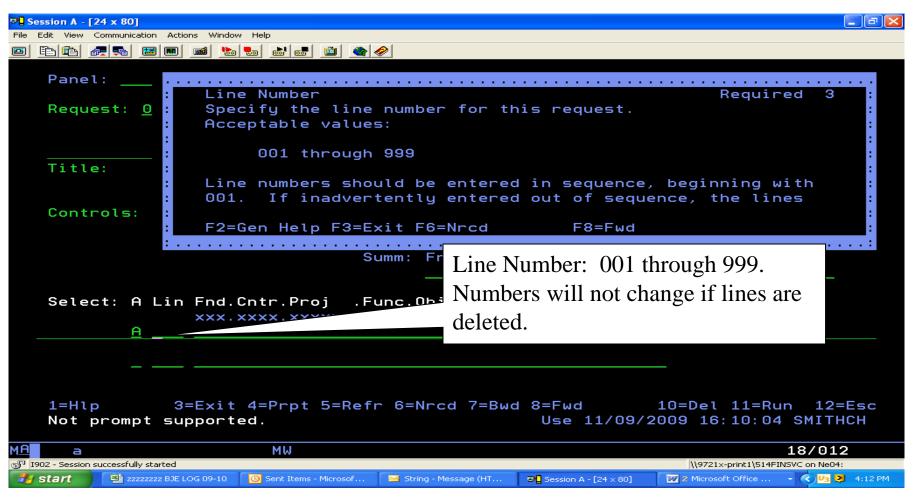


#### **Action Code**



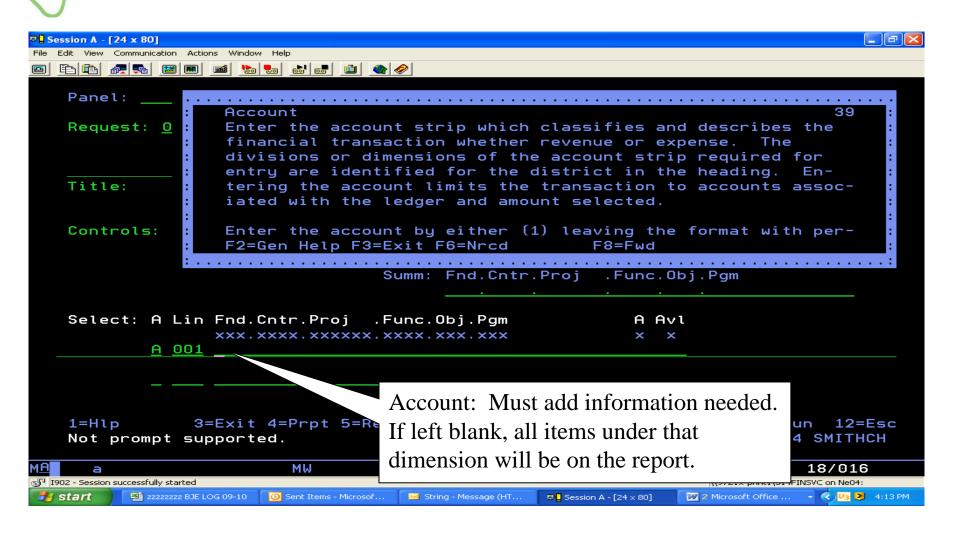


#### Line Number



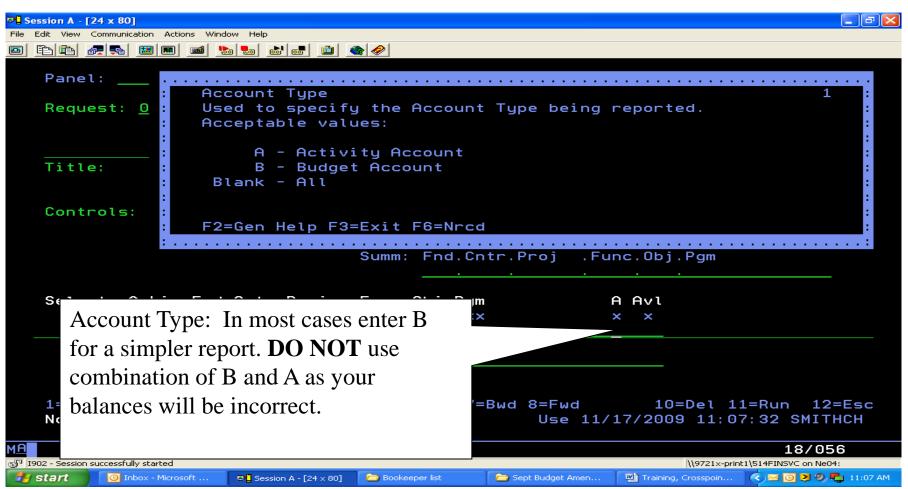


## Account/Accounting String



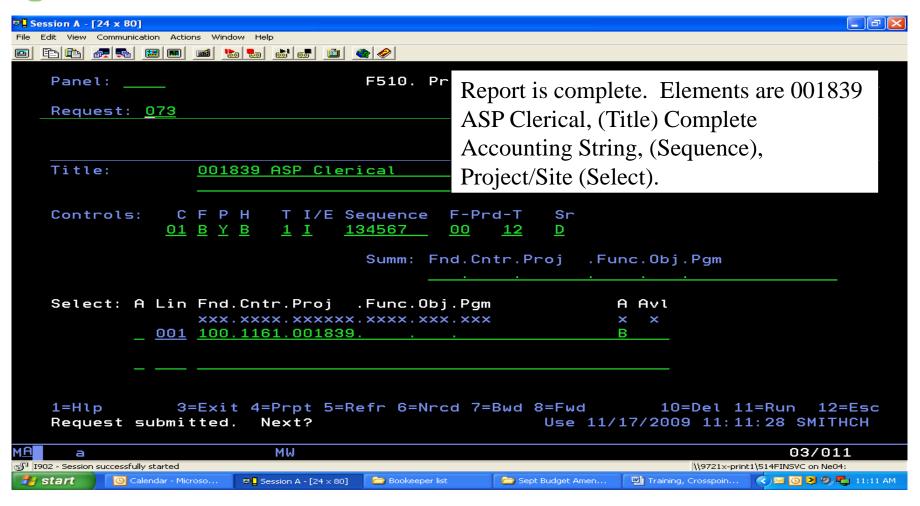


### **Account Type**



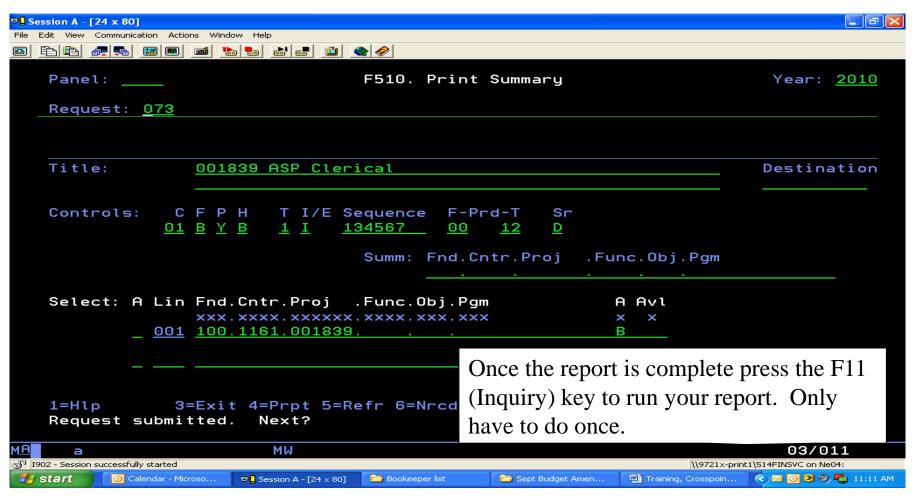


## **Completed Report**



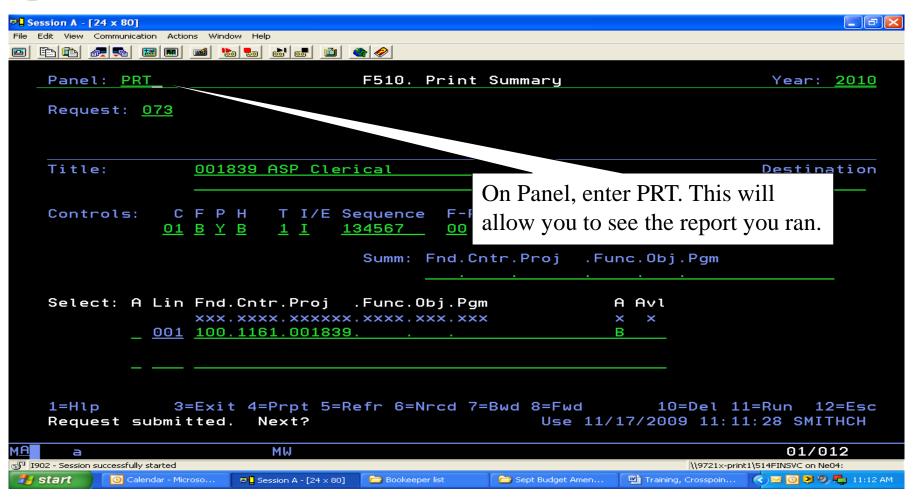


## Running Report



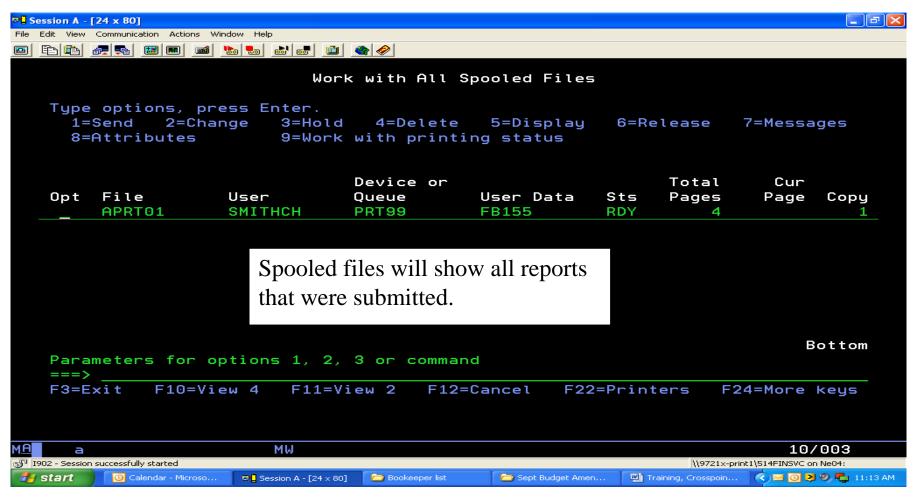


## Finding Report



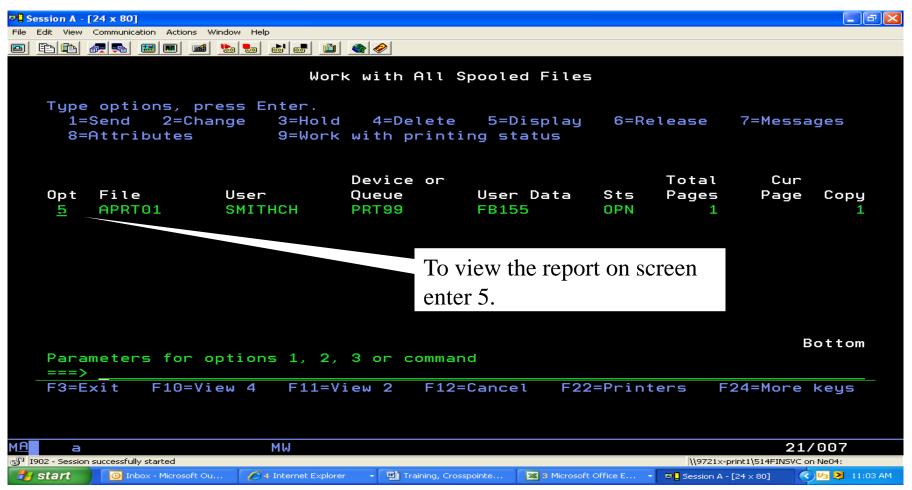


### Spooled Files



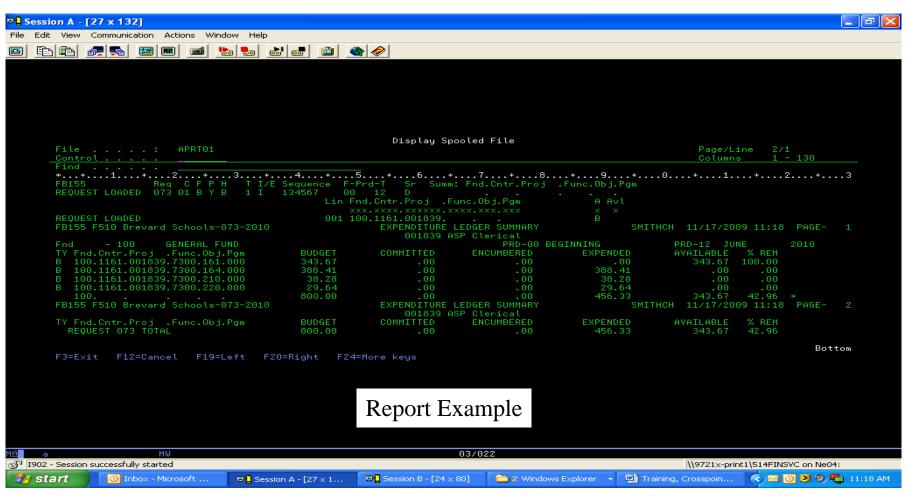


### Viewing Report Without Printing



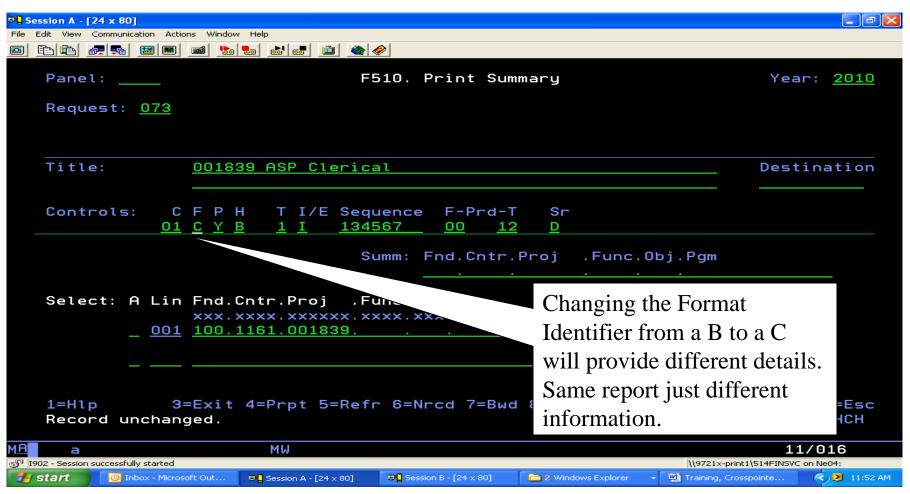


#### Report Example



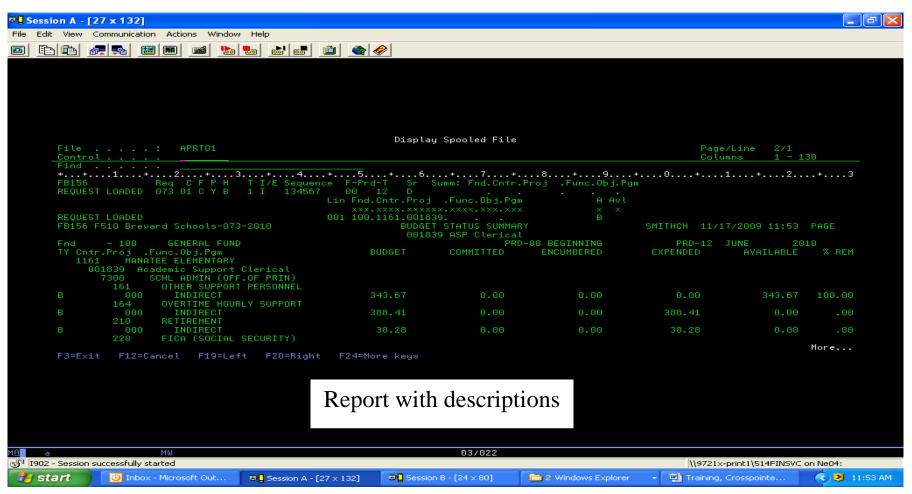


## Changing Controls -Format Identifier-



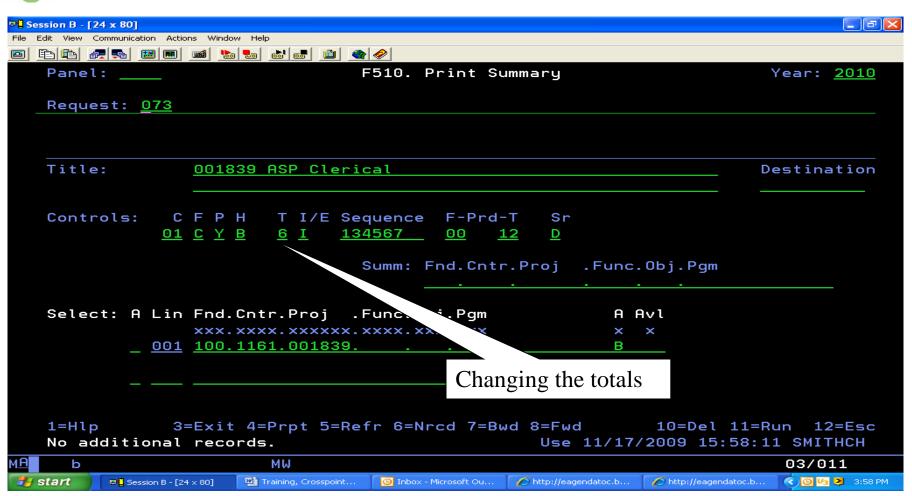


### Report Example



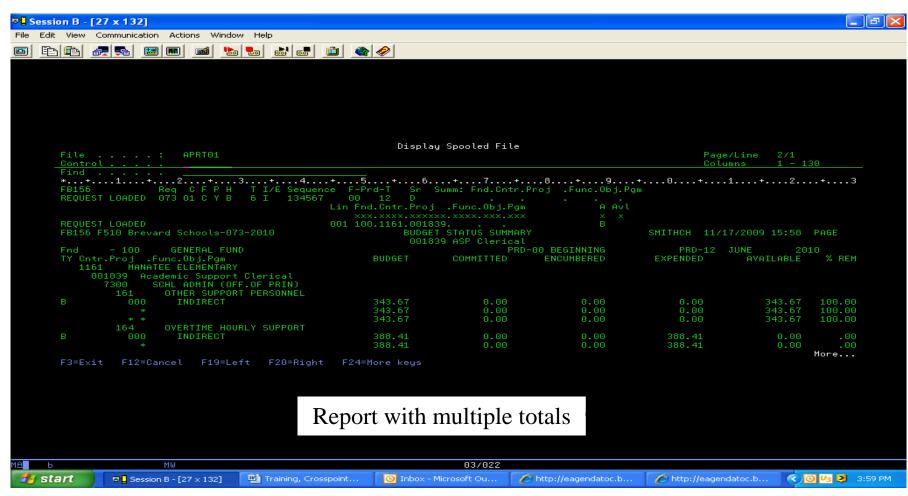


## Changing Controls -Totals-





#### Report Example



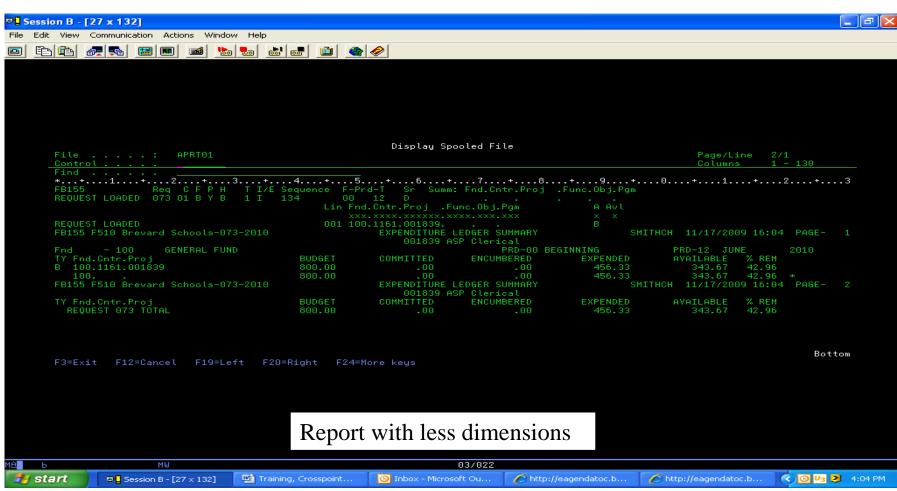


# Changing Controls -Sequence-

<sup>™</sup> L Session B - [24 x 80]	
File Edit View Communication Actions Window Help	
Panel: F510. Print Summary	Year: <u>2010</u>
Request: <u>073</u>	
Title: 001839 ASP Clerical	Destination
Controls: C F P H T I/E Sequence F-Prd-T Sr 01 B Y B 1 I 134 00 12 D	
S mm: Fnd.Cntr.Proj .Func.Obj.Pgm	
Select: A Lin Fnd.Cntr.Proj .F .Obj.Pgm A Avl	
xxx.xxxx.x xxxxx x x x	
_ <u>001</u> <u>100.1161.001839.</u>	
Changing the Sequence	
1=Hlp 3=Exit 4=Prpt 5=Retr 6=Nrcd /=Bwd 8=Fwd 10=Del 1	l1=Run 12=Esc
Record unchanged. Use 11/17/2009 16:0	04:12 SMITHCH
MAL b MW	03/011
Start Session B - [24 x 80] Training, Crosspoint Sinbox - Microsoft Ou Altri-//eagendatoc.b	toc.b 🔇 🔘 🛂 4:04 PM



#### Report Example





## Questions?