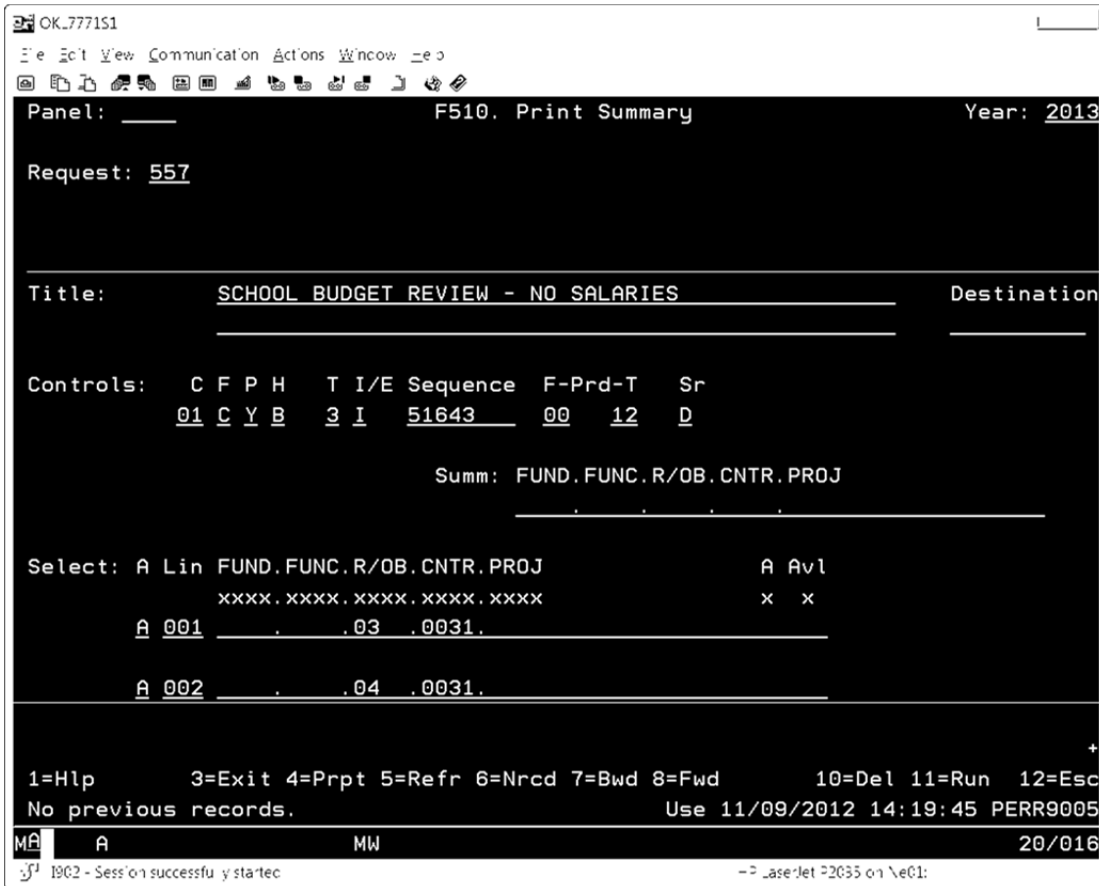


PRINTING AN AS400 BUDGET REPORT – OPERATING BUDGET ONLY

You must be set up to print reports from the AS400. If you are not, please contact Information Systems and ask them to set up a print session for you.

1. Set up the report in the AS400. This only has to be done one time.
 - a. Go to Screen F510.
 - b. Give your report a three digit number in the “Request” area (“557” in Example).
 - c. Hit Enter.
 - d. Give your report a Title (“School Budget Review – No Salaries” in Example).
 - e. Enter Controls as shown in the example.
 - f. Enter Lines 001 and 002 as shown in the example, using your own cost center.
 - g. Hit Enter.
 - h. Press F5 to refresh the screen so that you may enter Lines 003 – 010, hitting enter before you refresh the page.
 - i. This report will give you the operating budget (objects 03xx, 04xx, 05xx, 06xx, 07xx, 09xx, 0102, 0117, 0105, and 0130). No salaries for purchased positions will be included.
 - j. The “Sequence” in “Controls” determines the sort; in this case, Center (5), Fund (1), Project (6), Object (4), and Function (3). See section 3 to learn how to vary the report.



OK.7771S1

File Edit View Communication Actions Window Help

Panel: _____ F510. Print Summary Year: 2013

Request: 557

Title: SCHOOL BUDGET REVIEW - NO SALARIES Destination _____

Controls: C F P H T I/E Sequence F-Prd-T Sr
01 C Y B 3 I 51643 00 12 D

Summ: FUND.FUNC.R/OB.CNTR.PROJ

Select: A Lin FUND.FUNC.R/OB.CNTR.PROJ A Avl
 xxxxx.xxxxx.xxxxx.xxxxx.xxxxx
 A 003 .05 .0031.
 A 004 .06 .0031.

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
 Page full. F7/F8 to continue. Use 11/09/2012 14:19:45 PERR9005

M A MW 20/016

1902 - Session successfully started -- LaserJet P2035 on \e01:

OK.7771S1

File Edit View Communication Actions Window Help

Panel: _____ F510. Print Summary Year: 2013

Request: 557

Title: SCHOOL BUDGET REVIEW - NO SALARIES Destination _____

Controls: C F P H T I/E Sequence F-Prd-T Sr
01 C Y B 3 I 51643 00 12 D

Summ: FUND.FUNC.R/OB.CNTR.PROJ

Select: A Lin FUND.FUNC.R/OB.CNTR.PROJ A Avl
 xxxxx.xxxxx.xxxxx.xxxxx.xxxxx
 A 005 .07 .0031.
 A 006 .09 .0031.

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
 Page full. F7/F8 to continue. Use 11/09/2012 14:19:45 PERR9005

M A MW 20/016

1902 - Session successfully started -- LaserJet P2035 on \e01:

OK_7771S1
 File Edit View Communication Actions Window Help

Panel: _____ F510. Print Summary Year: 2013

Request: 557

Title: SCHOOL BUDGET REVIEW - NO SALARIES Destination

Controls: C F P H T I/E Sequence F-Prd-T Sr
 01 C Y B 3 I 51643 00 12 D

Summ: FUND.FUNC.R/OB.CNTR.PROJ

Select: A Lin FUND.FUNC.R/OB.CNTR.PROJ A Avl
 xxxxx.xxxxx.xxxxx.xxxxx.xxxxx x x
 A 007 .0102.0031.
 A 008 .0117.0031.

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
 Page full. F7/F8 to continue. Use 11/09/2012 14:19:45 PERR9005

MA A MW 20/016

1902 - Session successfully started -- LaserJet P2035 on \\e01:

OK_7771S1
 File Edit View Communication Actions Window Help

Panel: _____ F510. Print Summary Year: 2013

Request: 557

Title: SCHOOL BUDGET REVIEW - NO SALARIES Destination

Controls: C F P H T I/E Sequence F-Prd-T Sr
 01 C Y B 3 I 51643 00 12 D

Summ: FUND.FUNC.R/OB.CNTR.PROJ

Select: A Lin FUND.FUNC.R/OB.CNTR.PROJ A Avl
 xxxxx.xxxxx.xxxxx.xxxxx.xxxxx x x
 A 009 .0105.0031.
 A 010 .0130.0031.

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
 No additional records. Use 11/09/2012 14:19:45 PERR9005

MA A MW 20/016

1902 - Session successfully started -- LaserJet P2035 on \\e01:

2. Run the report.
 - a. Press F11 to run the report.
 - b. The report should print and look like the example shown below – sorted by Object and then Function.

Report by Object and then Function – Sequence 51643

SPOOL0001341.PRN - Monarch Pro - [Report]

Print... Next Page Prev Page Two Page Zoom In Zoom Out Page Setup Close

FB156 F510 SCHOOL DISTRICT-557-2013		BUDGET STATUS SUMMARY			PERR9005 11/09/2012 14:29 PAGE- 1		
CNTR - 0031 EDWINS ELEMENTARY SCHOOL		SCHOOL BUDGET REVIEW - NO SALARIES					
TY	FUND.PROJ.R/OB.FUNC	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
1010 GENERAL OPERATING							
A	0102 SALARY - OTHER COMPENSATION						
	6200 INSTRUCTIONAL MEDIA SERVICE	225.00	0.00	0.00	495.00	270.00-	120.0
A	0310 PROFESSIONAL & TECHNICAL SERV						
	6130 HEALTH SERVICES	0.00	0.00	0.00	0.00	0.00	.0
A	0315 CUST SRVS - MANAGED INTERNALLY						
	7900 OPERATION OF PLANT	0.00	0.00	0.00	0.00	0.00	.0
A	0360 LEASE AND RENTAL AGREEMENTS						
	5100 BASIC EDUCATION (K-12)	11,000.00	0.00	0.00	0.00	11,000.00	100.0
	7300 SCHOOL ADMIN-PRINCIPAL OFFICE	13,833.72	0.00	6,945.15	2,338.48	4,550.09	32.8
A	0370 POSTAGE/SHIPPING/TELEGRAM						
	7300 SCHOOL ADMIN-PRINCIPAL OFFICE	1,000.00	0.00	0.00	359.90	640.10	64.0
A	0371 TELEPHONE- LOCAL SERVICE						
	7900 OPERATION OF PLANT	6,269.00	0.00	0.00	1,438.57	4,830.43	77.0
A	0373 TELEPHONE LONG DISTANCE						
	7900 OPERATION OF PLANT	100.00	0.00	0.00	21.46	78.54	78.5
A	0375 CELLULAR TELEPHONE						
	7300 SCHOOL ADMIN-PRINCIPAL OFFICE	900.00	0.00	0.00	300.00	600.00	66.6
A	0381 WATER AND SEWAGE						
	7900 OPERATION OF PLANT	8,218.00	0.00	0.00	1,927.15	6,290.85	76.5
A	0382 GARBAGE						
	7900 OPERATION OF PLANT	9,239.00	0.00	0.00	3,131.40	6,107.60	66.1
A	0390 OTHER PURCHASED SVC-PRINT/COPY						
	5100 BASIC EDUCATION (K-12)	2,000.00	0.00	0.00	1,942.36	57.64	2.8
A	0410 NATURAL GAS						
	7900 OPERATION OF PLANT	1,197.00	0.00	0.00	347.12	849.88	71.0
A	0430 ELECTRICITY						
	7900 OPERATION OF PLANT	140,223.00	0.00	0.00	15,510.26	124,712.74	88.9
A	0510 SUPPLIES						
	5100 BASIC EDUCATION (K-12)	23,458.60	0.00	0.00	4,328.03	19,130.57	81.5
	5200 EXCEPTIONAL CHILD	796.50	0.00	0.00	270.09	526.41	66.0
	7300 SCHOOL ADMIN-PRINCIPAL OFFICE	1,761.01	0.00	0.00	1,035.63	725.38	41.1
	7900 OPERATION OF PLANT	1,000.00	0.00	0.00	106.91	893.09	89.3
A	0642 EQUIPMENT (UNDER \$1000)						
	5100 BASIC EDUCATION (K-12)	4,989.40	0.00	0.00	4,989.40	0.00	.0
	7300 SCHOOL ADMIN-PRINCIPAL OFFICE	149.99	0.00	0.00	149.99	0.00	.0
	7900 OPERATION OF PLANT	0.00	0.00	0.00	0.00	0.00	.0
A	0644 COMPUTER HARDWARE(UNDER \$1000)						
	5100 BASIC EDUCATION (K-12)	0.00	0.00	0.00	0.00	0.00	.0

Page 3

3. Varying the report.

- a. How the report prints is determined by the "Sequence" in the "Controls" line.
- b. Fund = 1, Function = 3, Object = 4, Center = 5, and Project = 6
- c. You can print a report by Object without showing the function detail by leaving off the "3" in "Sequence" - becoming "5164."
- d. You can print a report by Function and then Object by changing the "Sequence" from "51643" to "51634."

Report by Object - No Function - Sequence 5164

SPOOL0001344.PRN - Monarch Pro - [Report]

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FB156 F510 SCHOOL DISTRICT-557-2013		BUDGET STATUS SUMMARY			PERR9005 11/09/2012 14:39 PAGE- 1		
CNTR - 0031 EDWINS ELEMENTARY SCHOOL		SCHOOL BUDGET REVIEW - NO SALARIES					
TY FUND.PROJ.R/OB		BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
1010	GENERAL OPERATING						
A	0102 SALARY - OTHER COMPENSATION	225.00	0.00	0.00	495.00	270.00	120.0
A	0310 PROFESSIONAL & TECHNICAL SERV	0.00	0.00	0.00	0.00	0.00	.0
A	0315 CUST SRVS - MANAGED INTERNALLY	0.00	0.00	0.00	0.00	0.00	.0
A	0360 LEASE AND RENTAL AGREEMENTS	24,833.72	0.00	6,945.15	2,338.48	15,550.09	62.6
A	0370 POSTAGE/SHIPPING/TELEGRAM	1,000.00	0.00	0.00	359.90	640.10	64.0
A	0371 TELEPHONE- LOCAL SERVICE	6,269.00	0.00	0.00	1,438.57	4,830.43	77.0
A	0373 TELEPHONE LONG DISTANCE	100.00	0.00	0.00	21.46	78.54	78.5
A	0375 CELLULAR TELEPHONE	900.00	0.00	0.00	300.00	600.00	66.6
A	0381 WATER AND SEWAGE	8,218.00	0.00	0.00	1,927.15	6,290.85	76.5
A	0382 GARBAGE	9,239.00	0.00	0.00	3,131.40	6,107.60	66.1
A	0390 OTHER PURCHASED SVC-PRINT/COPY	2,000.00	0.00	0.00	1,942.36	57.64	2.8
A	0410 NATURAL GAS	1,197.00	0.00	0.00	347.12	849.88	71.0
A	0430 ELECTRICITY	140,223.00	0.00	0.00	15,510.26	124,712.74	88.9
A	0510 SUPPLIES	27,016.11	0.00	0.00	5,740.66	21,275.45	78.7
A	0642 EQUIPMENT (UNDER \$1000)	5,139.39	0.00	0.00	5,139.39	0.00	.0
A	0644 COMPUTER HARDWARE(UNDER \$1000)	0.00	0.00	0.00	0.00	0.00	.0
A	0692 SOFTWARE (UNDER \$1000)	554.40	0.00	203.50	0.00	350.90	63.2
A	0730 DUES AND FEES	89.00	0.00	0.00	89.00	0.00	.0
A	0750 OTHER PERSONNEL SERVICES(TEMP)	21,282.00	0.00	0.00	5,167.14	16,114.86	75.7
A	0987 RESERVES - SCHOOLS/DEPARTMENTS	998.46	0.00	0.00	0.00	998.46	100.0
A	0988 RESERVES - SCHOOL CARRYOVER	134,169.59	0.00	0.00	0.00	134,169.59	100.0
	*	383,453.67	0.00	7,148.65	43,947.89	332,357.13	86.6
A	1084 MEDICAID REIMBURSEMENT						
A	0310 PROFESSIONAL & TECHNICAL SERV	9,541.79	0.00	0.00	9,541.79	0.00	.0
	*	9,541.79	0.00	0.00	9,541.79	0.00	.0
A	2002 LOTTERY SCHOOL ADVISORY COUNCL						
A	0510 SUPPLIES	1,260.45	0.00	0.00	507.50	752.95	59.7
	*	1,260.45	0.00	0.00	507.50	752.95	59.7
A	2006 NDIA ACCELL GRANT						
A	0510 SUPPLIES	0.01	0.00	0.00	0.01	0.00	.0
	*	0.01	0.00	0.00	0.01	0.00	.0
A	2011 CUSTODIAL SERVICES						
A	0375 CELLULAR TELEPHONE	0.00	0.00	0.00	0.00	0.00	.0
A	0750 OTHER PERSONNEL SERVICES(TEMP)	0.00	0.00	0.00	0.00	0.00	.0
	*	0.00	0.00	0.00	0.00	0.00	.0
A	2065 LOWES TOOLBOX/EDUCATION GRANT						
A	0510 SUPPLIES	5,145.00	0.00	0.00	2,080.74	3,064.26	59.5
	*	5,145.00	0.00	0.00	2,080.74	3,064.26	59.5
A	2090 STUDENT TESTING/CONFERENCING						
A	0750 OTHER PERSONNEL SERVICES(TEMP)	0.00	0.00	0.00	0.00	0.00	.0
	*	0.00	0.00	0.00	0.00	0.00	.0

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Report by Function and then Object – Sequence 51634

FB156 F510 SCHOOL DISTRICT-557-2013		BUDGET STATUS SUMMARY			PERR9005 11/09/2012 14:40 PAGE- 1		
CNTR - 0031 EDWINS ELEMENTARY SCHOOL		SCHOOL BUDGET REVIEW - NO SALARIES					
TY FUND.PROJ.FUNC.R/OB		BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
1010	GENERAL OPERATING						
5100	BASIC EDUCATION (K-12)						
A 0360	LEASE AND RENTAL AGREEMENTS	11,000.00	0.00	0.00	0.00	11,000.00	100.0
A 0390	OTHER PURCHASED SVC-PRINT/COPY	2,000.00	0.00	0.00	1,942.36	57.64	2.8
A 0510	SUPPLIES	23,458.60	0.00	0.00	4,328.03	19,130.57	81.5
A 0642	EQUIPMENT (UNDER \$1000)	4,989.40	0.00	0.00	4,989.40	0.00	.0
A 0644	COMPUTER HARDWARE(UNDER \$1000)	0.00	0.00	0.00	0.00	0.00	.0
A 0730	DUES AND FEES	0.00	0.00	0.00	0.00	0.00	.0
A 0750	OTHER PERSONNEL SERVICES(TEMP)	21,151.20	0.00	0.00	4,713.62	16,437.58	77.7
5200	EXCEPTIONAL CHILD						
A 0510	SUPPLIES	796.50	0.00	0.00	270.09	526.41	66.0
A 0692	SOFTWARE (UNDER \$1000)	554.40	0.00	203.50	0.00	350.90	63.2
A 0750	OTHER PERSONNEL SERVICES(TEMP)	130.80	0.00	0.00	453.52	322.72	246.7
6130	HEALTH SERVICES						
A 0310	PROFESSIONAL & TECHNICAL SERV	0.00	0.00	0.00	0.00	0.00	.0
6200	INSTRUCTIONAL MEDIA SERVICE						
A 0102	SALARY - OTHER COMPENSATION	225.00	0.00	0.00	495.00	270.00	120.0
7300	SCHOOL ADMIN-PRINCIPAL OFFICE						
A 0360	LEASE AND RENTAL AGREEMENTS	13,833.72	0.00	6,945.15	2,338.48	4,550.09	32.8
A 0370	POSTAGE/SHIPPING/TELEGRAM	1,000.00	0.00	0.00	359.90	640.10	64.0
A 0375	CELLULAR TELEPHONE	900.00	0.00	0.00	300.00	600.00	66.6
A 0510	SUPPLIES	1,761.01	0.00	0.00	1,035.63	725.38	41.1
A 0642	EQUIPMENT (UNDER \$1000)	149.99	0.00	0.00	149.99	0.00	.0
A 0730	DUES AND FEES	89.00	0.00	0.00	89.00	0.00	.0
A 0750	OTHER PERSONNEL SERVICES(TEMP)	0.00	0.00	0.00	0.00	0.00	.0
7900	OPERATION OF PLANT						
A 0315	CUST SRVS - MANAGED INTERNALLY	0.00	0.00	0.00	0.00	0.00	.0
A 0371	TELEPHONE - LOCAL SERVICE	6,269.00	0.00	0.00	1,438.57	4,830.43	77.0
A 0373	TELEPHONE LONG DISTANCE	100.00	0.00	0.00	21.46	78.54	78.5
A 0381	WATER AND SEWAGE	8,218.00	0.00	0.00	1,927.15	6,290.85	76.5
A 0382	GARBAGE	9,239.00	0.00	0.00	3,131.40	6,107.60	66.1
A 0410	NATURAL GAS	1,197.00	0.00	0.00	347.12	849.88	71.0
A 0430	ELECTRICITY	140,223.00	0.00	0.00	15,510.26	124,712.74	88.9
A 0510	SUPPLIES	1,000.00	0.00	0.00	106.91	893.09	89.3
A 0642	EQUIPMENT (UNDER \$1000)	0.00	0.00	0.00	0.00	0.00	.0
9890	RESERVES						
A 0987	RESERVES - SCHOOLS/DEPARTMENTS	998.46	0.00	0.00	0.00	998.46	100.0
A 0988	RESERVES - SCHOOL CARRYOVER	134,169.59	0.00	0.00	0.00	134,169.59	100.0
*		383,453.67	0.00	7,148.65	43,947.89	332,357.13	86.6
1084	MEDICAID REIMBURSEMENT						
A 6130	HEALTH SERVICES						
A 0310	PROFESSIONAL & TECHNICAL SERV	9,541.79	0.00	0.00	9,541.79	0.00	.0
*		9,541.79	0.00	0.00	9,541.79	0.00	.0
2002	LOTTERY SCHOOL ADVISORY COUNCL						