



**OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2004-011
CONTACT: Kenn Macdonald, Accountant
Budgeting & Financial Services
TELEPHONE: 833-6313

TO: All Principals/Budget Bookkeepers
FROM: Rita Scallan, Director - Finance
DATE: October 7, 2003
SUBJECT: New Budget Report

Good News! Schools are now set up to print their own budget reports. The new budget report is identical to the one that you currently receive from our Finance Department. Data Processing has given all school "budget" bookkeepers access to print their school's budget on an "as need" basis. Schools will now be able to print their budget information anytime and in any order (by function, object, project, etc.).

Please see the following instructions and examples to print your school's budget report:

Instructions

1. In the AS400 Finance screens, go to Panel: F510 – Print Summary.
2. Under Field Request: Type any 3-digit number. Press the Enter Key. (The controls and information for that screen will be "saved" with each request number that is assigned.)
3. Under Title: Type in the name of the report (see attached Examples).
4. Under Destination: Type the name of the printer that has been set up for you by Data Processing. If you have a question about your printer, contact the Data Processing Help Desk at 689-7164.
5. Under Controls: Type the following information: C 01, F C, P Y, H B, T 3, I I, Sequence 15643 (Sequence runs the report in the following manner: 1=Fund, 5=Center, 6=Project, 4=Object, and 3=Function. These numbers can be changed to run the report in any format that is needed.), F 00 T 04 (this is the monthly time period range for the report. Type the number of the month that you would like printed. Example 04 = October). Press the Enter Key.
6. Example A is the format that Finance uses for budget reports currently distributed. You can set up your F510 – Print Summary panel like Example A by entering your school's number. Under Select: A: type A (add), under Lin: type 001, and under CNTR type your school's number. Press the Enter Key. (Attached is a copy of the Example A report for your school.)

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7. Example B is the format to print a specific project report. You can set up your F510 – Print Summary panel like Example B by entering the project number for the report. Under Select: A: type C (change) and then type in the project number under PROJ xxxx. Press the Enter Key. (Attached is a copy of the Example B report for your school.)
8. Press F11 to print your report.

If you have any questions relating to the printing of your school's budget reports, please call Kenn Macdonald, Accountant, at 833-6313.

Attachments

C: Superintendent
Cabinet Members
Data Processing

Example A – Budget Report – All Projects – By Object

DKL75052

File Edit Transfer Appearance Communication Assist Window Help

PrintScreen Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

Panel: _____ F510. Print Summary Year: 2004

Request: 001

Title: BUDGET SUMMARY Destination PRINTER

Controls: C F P H T I/E Sequence F-Prd-T Sr
01 C Y B 3 I 15643 00 04 D

Summ: FUND.FUNC.R/OB.CNTR.PROJ
.0031.

Select: A Lin FUND.FUNC.R/OB.CNTR.PROJ A
xxxx.xxxx.xxxx.xxxx.xxxx x
001 .0031.

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
Record updated. Next? Use 10/02/2003 14:15:49 BRUC9005

MA b 03/011

Connected to remote server/host 204.49.197.3 using port 23

