

SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM FINANCE

FINANCE TAM:	2005-016
CONTACT:	Debbie Bruce, Specialist
TELEPHONE:	(850) 833-7634

TO: All Principals

FROM: Rita Scallan, Director – Finance

DATE: April 19, 2005

ita K. Ceallan

SUBJECT: School Budget Bookkeepers' Workshop

We were pleased to have had the opportunity to work with your bookkeepers at the School Budget Bookkeepers' Workshop on March 16, 2005. This memo provides an overview of the subjects covered. We have also attached all handouts that were distributed at the workshop.

Finance Website

- Each area of Finance has its own webpage, accessible by clicking the appropriate tab:
 - Accounting/Accounts Payable
 - o Budgeting/Financial Services (includes a link to the School Budget Manual)
 - o Internal Accounts
 - o Medicaid
 - Payroll (includes FICA rates, retirement rates, and teacher hourly rates for Other Compensation)
 - o Property Control
- Information available under "Quick Links" includes:
 - Finance Forms in Microsoft Word or Excel format, Sorted by Area
 - Travel Information including Booklet and Forms
 - Technical Assistance Memos (TAMs) Sorted by Number and Area
 - o Audit Information
 - o Budget Publications
- The School Budget Manual is available in its entirety, including project information, objects, functions, and a School Budget Packet Sample. The manual may be accessed through the Budgeting/Financial Services page or the Budget Publications page.

How to Run a Budget Status Report From Your School

- General overview of the F510 screen in the AS400;
- How to initiate a request and recall saved requests;
- What "setup steps" are required prior to being able to print budget reports (contact Data Processing Help Desk to setup networked printer);
- Required entries in the "Control" section of the F510 screen;
- How the "Sequence" section allows the requestor to vary the order of display on the report for the Fund, Function, Object, Cost Center, and Project;
- Using "00" for the From "F" under the "F-PRD-T" section (Period From and To) to ensure carryover funds are included in the report;
- How to add, change, and delete lines under the "Select" section;

- How to initiate reports based on principal's specific request (entire budget, SAI only, etc.); and
- See TAM 2004-011 for further instructions (<u>Attachment A</u>).

Using Excel Software

- Finance encourages everyone to learn to use Excel;
- A Budget Status Summary may be created to provide the Principal with a two-page overview of your school's finances (see <u>Attachment B</u>);
- Creating Purchase Order Logs with Excel will provide easy access to information (see <u>Attachment C</u>);
- Using Excel to create VISA Logs provides the same easy access and aids monthly reporting (see <u>Attachment D</u>); and
- Filtering and sorting lists with Excel is used in conjunction with the above (see <u>Attachment</u> <u>E</u>).

Clearing Budget Deficits

- Using Screen F501, check for budget deficits weekly by entering X P to view project order;
- The bookkeeper should work closely with the person entering payroll at your school to avoid deficits in Objects 0102 (Other Comp) and 0750 (Subs);
 - Check the Other Comp budget when Other Comp is submitted to payroll;
 - Add the appropriate funding on Screen H606 if the substitute is being paid from a project other than that which the teacher is paid (Examples: Teacher is paid with SAI Project and sub is paid with Discretionary or subs are being paid with SAC Project);
- Budget Amendments for all 01xx and 02xx objects can only be processed by MIS 3045 (see <u>Attachment F</u>); and
- Specific guidelines must be followed in order to process a Transfer of Expenditure (see <u>Attachment F</u>).

Salary Menu Overview

- Budget Allocations have already been entered;
- Only use 2 decimal places for positions (.25 not .254);
- "Other" line items have been unlocked for added convenience;
- New Projects include:
 - Title II 6405
 - CSR Secondary Reading Initiative 6120
 - Governor's Reading Instruction 6123
- New Line Items include:
 - o Assistant Principal II 10 Month
 - Title I 5% set aside for Salary increases
 - o 12 Month Vocational Teacher (Discretionary Budget)
 - Hourly Teachers ESE and Vocational
 - Staffing Specialist (Discretionary Budget)
 - Daycare Worker 7.5 hours
- Removed Line Items include:
 - o TSA (Teacher on Special Assignment)
 - o Classroom Assistants and Daycare Workers Greater than 4 hours (use 7.5 hour base)
 - o Project 6100 (Pre K Early Intervention)
- Positions that are entered and locked:
 - o Discretionary Speech
 - o Discretionary Staffing Specialist (Select Schools)
 - o Class Size Reduction Project 4125
 - o Class Size Reduction Secondary Reading Initiative Project 6120
 - o Governor's Reading Initiative Literacy Coaches Project 6123
 - o IDEA Project 6475
 - Title II Project 6505

- Calculate a Less than 7.5 hour position by dividing number of hours worked by 7.5 (4.5/7.5 = 60%);
- Include Bookkeeper and Confidential Secretary supplements, if applicable;
- Other Projects may be used for positions providing the proper procedures have been followed (i.e. Ed. Tech 3150); and
- The number and type of positions on a Salary Menu should equal the number and type of positions recommended in other words, they should 'balance.'

Position Control

- MIS 3386 Transfer of Funds
 - New Form may use immediately; must use in FY 2005-2006;
 - Type of Transfers changed
 - Finance and Personnel sections
 - Special Authorization requirements: Title I, Educational Technology, ESE
 - No Change to 3386
 - Budget Amendment not required
 - Indicate budget strip to debit or credit;
 - Calculate Less than 7.5 hour position by dividing number of hours worked by 7.5 (4.5/7.5 = 60%);
 - Note if it is a revision to previous MIS 3386;
 - Supplements indicate Supplement name and number;
 - Fax or Courier DO NOT Fax and Courier (no cover sheet necessary); and
 - Send required paperwork to Personnel.
- Balancing
 - Ensure all required positions are purchased and verify vacant positions;
 - Position Master Report New Format;
 - Only good as of the date of the report
 - Does not include hourly teachers or food service
 - o Supplements.
- Using Internal Funds to purchase certain positions (See <u>Attachment G</u>);
- Summer School:
 - o MIS 3386 is required
 - Send one MIS 3386 per project
 - Will be processed in September
- Position Control examples (see <u>Attachment H</u>).

Should you require any further information, please feel free to contact Debbie Bruce at 833-7634.

Attachments

C: Superintendent Cabinet Members Bookkeepers - Budget



OKALOOSA COUNTY SCHOOL DISTRICT TECHNICAL ASSISTANCE MEMORANDUM FINANCE

FINANCE TAM:2004-011CONTACT:Kenn Macdonald, Accountant
Budgeting & Financial ServicesTELEPHONE: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 <u>01</u>, F <u>C</u>, P <u>Y</u>, H <u>B</u>, T <u>3</u>, I <u>I</u>, Sequence <u>15643</u> (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 <u>00</u> T <u>04</u> (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. <u>Example A</u> is the format that Finance uses for budget reports currently distributed. You can set up your F510 – Print Summary panel like <u>Example A</u> by entering your school's number. Under Select: A: type <u>A</u> (add), under Lin: type <u>001</u>, and under CNTR type your school's number. Press the Enter Key. (Attached is a copy of the <u>Example A</u> report for your school.)

Technical Assistance Memo-Finance New Budget Report

October 3, 2003 Page 2

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

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Example B – Budget Report – SAI Project – By Object

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CREATING A BUDGET STATUS SUMMARY

A Budget Status Summary will provide a quick overview of all funds available to a school. It does not include Discretionary funds that are already "promised," such as Salaries, Substitutes, Utilities, and Transportation. Project funds that have been budgeted for salaries will also not be included. The summary will aid you in determining whether or not your school is "living within its means."

Even though Salaries (0102 and 0117), Substitutes (0750), Utilities (various), and Transportation (0398) are not included on the Discretionary portion of the summary, it is important to monitor these funds to be sure you have enough money budgeted to last until the end of the fiscal year. The remaining salary object codes (01xx and 02xx) are monitored by Finance.

AS400 Budget Summary Report by Object

- Run an AS400 budget report by following the instructions in TAM 2004-011 New Budget Report (Note: The report will be a hard copy. The PDF below is for illustration purposes only.)
- Highlight the object codes you wish to enter on your summary report along with their available balances

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- Open the Excel Budget Status Summary file
 Add the name of your school by clicking in cell A1 and typing the name of your school
 Add the date by clicking in cell A2

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- Some of the most commonly used object codes are already in the summary form.
- Enter your amounts as appropriate. For example, if you have money in object 0310, enter this amount in D7. If you do not, skip the cell.
- If you have more than one function, such as 0510 Supplies on the first page, let Excel add them for you. (Click cell D15 and enter numbers as below. Negative numbers would be entered with a minus sign. Hit enter.) /
- If you have an object code that is not on the list, enter it on the first available line. The object code name will be entered automatically.

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- Excel will total these amounts automatically
- Add any Special Considerations/Plans
 - You may use an FTE estimate of \$3,000 per student strictly for planning purposes.
 - If you will be short FTE, subtract the balance of Project 3004 from the anticipated shortage and enter the amount in the October or February space, whichever is appropriate.
 - If some large expenditures have already been planned, subtract these amounts.
 - If staff changes are planned and not reflected in the budget, enter the effect.
- You will then have your Available Funds for the Current Year.
- Enter reserve amounts to see Total Available.

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- Enter the project numbers and amounts available. The project names will be entered automatically.
- There is no need to enter projects that are only for salaries.
- Enter the total amount available in the project, not including 01xx and 02xx. Do include 0102 and 0117.
- There is a place to enter information from the Internal Funds.



PURCHASE ORDER LOGS USING EXCEL

The following Purchase Order Log is an Excel worksheet. It can be modified as needed.

Req #	Date	Vendor	Description	For	Fund	Func.	Obj.	Proj.	Amount	PO #	Received

Set Up the Worksheet

- Open the Purchase Order Excel spreadsheet.
- It is in Page Break View to make it easy to see exactly what will be printed.
- Anything within the *blue lines* will print.
- If you see a *dashed blue line*, it is the edge of the page.
- Simply place your cursor over the dashed blue line until the cursor becomes an arrow with two ends.

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- Then left click and drag the line to the other side of the Received column so that the whole log will fit on one page.
- It will then look like the first picture one solid blue line.

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Set Up the Header For Your School

- Click 'File' 'Page Setup' and the "Page Setup" box will appear.
- Click the 'Header/Footer' tab at the top.
- Click 'Custom Header'

	School Purchase Order Log FY 2004-2005		Print
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- The "Header" box then appears.
- You will then be able to enter your school's information in the middle section.
- Click 'OK' when finished to close the "Header" box.
- Click 'OK' to close the "Page Setup" box.

Enter Information Into the Log

Req #	Date	Vendor	Description	For	Fund	Func.	Obj.	Proj.	Amount	PO #	Received
001	07/20/04	Bank of America	See VISA Log						\$ 2,348.29	50000001	07/24/04
002	07/22/04	Nextel Partners	Cellular Phone Service		1010	7900	0375		\$ 599.88	5000002	07/27/04
003	07/22/04	NoodleTools	Bibliography Service Renewal		1010	6200	0530		\$ 200.00	5000003	09/02/04
004	07/23/04	Coastal Business Product	Maint - Risos and Copiers		1010	5100	0350		\$ 5,100.00	5000004	07/28/04
005	07/29/04	Florida School Book Dep	Science Chp Overview & FCAT		1010	5100	0510	3105	\$ 770.43	50000005	08/10/04
006	08/09/04	Sue Nicholson	Band Instruction - Gold Band		1010	5100	0310		\$ 2,700.00	50000006	09/30/04
007	08/10/04	Florida School Book Dep	Literature Books (8th) x 10		1010	5100	0520	3105	\$ 540.00	5000007	08/20/04
800	08/10/04	VIRCO	Tech Lab Chairs		1010	5100	0642		\$ 2,180.02	5000008	12/01/04
009	08/11/04	Interstate Music Supply	Jupiter Tuba		1010	5100	0641		\$ 1,598.00	50000009	08/17/04
010	08/11/04	Brasswinds and Woodwir	Baritone		1010	5100	0641		\$ 1,193.99	50000010	08/17/04
011	08/12/04	Bank of America	See VISA Log						\$10,102.36	50000011	08/24/04
012	08/18/04	P & D Enterprises	Sprinkler Emergency Rep		1010	7900	0350		\$ 1,838.53	50000012	08/25/04
013	08/23/04	Petty Cash	See Log						\$ 441.21	50000013	08/27/04
014	08/25/04	Florida School Book Dep	Math Skills Workbook x 10		1010	5200	0510		\$ 79.80	50000014	08/26/04
015	08/26/04	Dell Computers	External Drive		1010	7300	0644		\$ 81.79	50000015	09/10/04
016	09/07/04	Dell Computers	Laser Printer (Thomas/Litch		1010	5100	0644	3150	\$ 197.20	50000016	09/13/04
017	09/10/04	Florida School Book Dep	Math Skills Workbook x 10		1010	5100	0510	3105	\$ 79.80	50000017	11/04/04
018	09/10/04	Bank of America	See VISA Log						\$ 9,120.72	50000018	09/07/04
019	09/29/04	Florida School Book Dep	Math Texts (Alg & Course 3		1010	5100	0510	3105	\$ 1,030.50	50000019	10/04/04

- You will be able to find information easily by filtering or sorting your data.
- See FILTERING AND SORTING LISTS WITH EXCEL.
- Notice the highlighted purchase order in the above example. The funding is not included because the details for the purchases may be found in the VISA Log.

VISA LOGS USING EXCEL

The following Purchase Order Log is an Excel worksheet. It can be modified as needed.

									Total	Rec'd	Rec'd		
Date	Vendor	Description	For	Fund	Func.	Obj.	Proj.	Amount	Invoice	Item	Inv	PO #	Reimb

See PURCHASE ORDER LOGS USING EXCEL to see how to set up the worksheet, label it for your school.

Enter the Information into the Worksheet

									Total	Rec'd	Rec'd		
Date	Vendor	Description	For	Fund	Func.	Obj.	Proj.	Amount	Invoice	ltem	Inv	PO #	Reimb
12/01/04	Sams Club	Membership Renewal		1010	7300	0730		\$ 90.00	\$ 132.00	x	х	501223	
12/01/04	Sams Club	Supplies		1010	7300	0510		\$ 42.00	\$ 132.00	х	х	501223	
12/01/04	FMEA Conference	Registration		1010	5100	0730		\$ 140.00		x	х	501223	
12/03/04	Science Kit	Cylinders		1010	5100	0510	3109	\$ 38.30		х	х	501223	
12/03/04	AIT Workshops	Registration Credit		1010	6400	0730	3112	\$ (175.00)		x	х	501223	
12/06/04	Sears	Camcorder		1010	5100	0642	3150	\$ 629.99		x	х	501223	
12/06/04	Buy.com	RCA Video Source Selector		1010	5100	0642		\$ 127.41		х	х	501223	
12/06/04	Lowe's	Supplies		1010	7900	0510		\$ 25.11		x	х	501223	
12/08/04	Office Depot	Ink Cartridge		1010	5100	0510		\$ 19.39		х	х	501223	

- The 'For' column may be used for a teacher's name, etc.
- Using the 'Rec'd Item' and 'Rec'd Inv' columns will help you know at a glance which invoices you may need to request.
- The 'Reimb' column may be used to keep track of which expenses have been reimbursed by internal funds.
- Some invoices will need to be split-coded. In order to make it easier to match the invoice to the charge on the VISA statement, enter the total invoice amount in the 'Total Invoice' column. You may also shade the amounts that are a part of this invoice for easy identification. (See the first two lines in the above example. One charge will appear on the VISA statement for \$132.00.)

How to Shade a Cell

- Shading can be used just like highlighting items on a paper, except that it can also be cleared.
- Click the cell or cells you would like to fill with color.
- Click the arrow beside the paint bucket.
- A color grid will open.
- Choose the color. (Light gray is the one highlighted below, second from the left.)
- If you want the cell to have no color, select 'No Fill' at the top of the color grid.

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Reconciling VISA Charges to the Statement

• Place an 'X' in the 'PO#' column of all charges that are on your statement.

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42	01/12/05	Office Depot	Printer Cartridge, Pencils, E	rasers	1010	5100	0510		\$ 36.66		х	Х	Х		
43	01/12/05	Office Depot	Printer Cartridge		1010	7300	0510		\$ 16.60		х	х	Х		
44	01/13/05	Office Depot	Labels and Printer Cartridge		1010	5100	0510		\$ 32.06		х	х	Х		
45	01/13/05	Office Depot	Legal Pads and Pens		1010	7300	0510		\$ 12.85		х	х	Х		
46	01/14/05	Buckledown Publishing	Sharpen Up Math (8th)		1010	5100	0510	3105	\$ 59.99		x	x	Х		
47	01/14/05	US Postmater	Certified Letter Mailing		1010	5100	0370	5002	\$ 229.84		×	x	Х		
48	01/18/05	US Postmater	Certified Letter Mailing		1010	5100	0370	5002	\$ 353.60		x	x	Х		
49	01/18/05	Lowe's	Brushes, Sponge, etc		1010	7900	0510		\$ 8.66		x	x	Х		
50	01/19/05	Gumdrop Books	Library Books		1010	6200	0610	5402	\$ 1,556.96		х	х			
51	01/19/05	Gumdrop Books	AR Quizzes		1010	5100	0510	3105	\$ 201.24		Х	Х			
52	01/19/05	Office Depot	Art Supplies		1010	5100	0510	3001	\$ 34.93	\$ 48.81	х	х	Х		
53	01/19/05	Office Depot	Clipboards, Stamp Rep Pad	s	1010	7300	0510		\$ 13.88	\$ 48.81	x	х	Х		
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• Turn autofilter on and choose 'X' in the 'PO#' column. (See FILTERING AND SORTING LISTS WITH EXCEL)

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- You will then have only those charges that are on your statement.
- Let Autosum add the charges to make sure they agree with the statement.
 - Click in the empty cell below the last line.
 - Click the Autosum button.
 - All of the amounts in the column should be surrounded by a blinking line.
 - Hit enter and the total will appear.
- Compare the total on the spreadsheet to the total on the statement.
- If the totals are the same, exase the total and go/to the Summarizing Budget Codes step.
- If the totals are not the same, double-check your work.

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Summarizing Budget Codes

- Make a copy of the Monthly Template worksheet.
 - o Right click the tab and a menu will open.
 - Click 'Move or Copy ...'
 Check 'Create a copy'

 - Highlight 'Monthly/Template'
 - Click OK
- Rename the new sheet/(month and year) by double-clicking the name on the tab.

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- Click the tab for the VISA Log to select that worksheet
- Highlight all the cells with information, not including the titles (Columns A N and rows as needed)
- Right click the mouse and choose 'Copy'

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- Click the tab for the new monthly worksheet to select that worksheet
- Click cell A2
- Right click the mouse and choose 'Paste'

- The records will now appear on the monthly sheet
- Total the charges as you did previously (using Autosum)
- Add borders to the total to make it stand out _____

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33 01	/14/05	US Postmater	Certified Letter Mailing		1010	5100	0370	5002	\$ 229.84		×	×	X		
34 01/	/18/05	US Postmater	Certified Letter Mailing		1010	5100	0370	5002	\$ 353.60		х	X	X		
35 01/	/18/05	Lowe's	Brushes, Sponge, etc		1010	7900	0510		\$ 8.66		×	×	X		
36 01/	/19/05	Office Depot	Art Supplies		1010	5100	0510	3001	\$ 34.93	\$48.81	×	×	X		
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- Highlight the records including the titles, copy, and paste a couple of lines below the total
- This copy of the records will be sorted and totaled by budget codes.

- Highlight the lower copy of the records and sort by budget codes
 - o Click 'Data' 'Sort' -
 - Make sure 'header row' is selected
 - Sort by Project, Then by Function, Then by Object
 - Click OK
- You will see a 'Sort Warning' – choose 'Sort anything that looks like a number as a number' and click OK (do this as many times as necessary)



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01/07/05	Office Depot	Color Copy Paper		1010	5100	0510		\$	42.23		×	х	Х		
01/07/05	Office Depot	Electric Pencil Sharpeners		1010	5100	0510		\$	96.69		×	x	Х		
01/07/05	Nasco	Scrathpaper		1010	5100	0510		\$	35.33		x	x	Х		
01/10/05	Office Depot	Velcro		1010	5100	0510		\$	2.41		x	x	Х		
01/10/05	Office Depot	Ink Cartridge		1010	5100	0510		\$	25.85		х	х	Х		
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Your list will then be sorted by project, function, and object.

- Separate each budget code by inserting two empty rows
 - In this example, rows 47 and 48 have the same budget code (1010.5100.0510.3105)
 - Select the two rows below (49 and 50) by left clicking on row 49, holding the button down, and sliding down to row 50
 - Right click and choose 'Insert'
 - Two blank rows will appear (like rows 45 and 46)

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49		Page Setyp		Atlas, Cards, and Globes		1010	6200	0510	3106	\$	143	
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51	01/	10/05 Course.com		Web Design Class Books		1010	5100	0510	3150	\$	568	
52	01/	14/05 US Postmater		Certified Letter Mailing		1010	5100	0370	5002	\$	229	
53	01/	18/05 US Postmater		Certified Letter Mailing		1010	5100	0370	5002	\$	353	
54	01/	05/05 WorldBook Inc		Reference Books		1010	6200	0610	5402	\$	619	

- Do this for each budget code section
- Total each section by clicking in the cell, choosing the border, and clicking Autosum

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93	01/07/05	Gulf Coast Office Product	Sorter and Card holder		1010	7300	0510		\$	7.28		x	x	X		
94	01/07/05	Office Depot	Color Paper		1010	7300	0510		\$	10.12		x	x	Х		
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96	01/12/05	Office Depot	Printer Cartridge		1010	7300	0510		\$	16.60		х	х	Х		
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- Print the worksheet and use these figures to complete the VISA purchase order
- Go back to the original VISA log worksheet and change the 'X' to the PO Request number
- Click 'Data' 'Filter' and 'Autofilter' to turn the autofilter off
- You are now ready to continue using your VISA Log

FILTERING & SORTING LISTS WITH EXCEL

Filtering a List with Autofiltering

Autofiltering lets you view only certain rows in your list by hiding rows that do not qualify based on criteria you set.

To autofilter a list, follow these steps:

- Click on the gray square in the upper left hand corner. This will select your whole table.
- Go to the toolbar at the top and click Data \Rightarrow Filter \Rightarrow AutoFilter command.



Click the arrow on one of the drop-down lists. The list expands to show the unique items in that column.

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2	004	07723/04	Elorida School Book Der	Math Texts (Alg & Course 3	- 1		1010	5100	0510	3105	\$ 770.42	60000004	08/10/04	
,	005	08/09/04	Sue Nicholson	Mentor (2004-05) Preparing for ECAT x 35			1010	5100	0310	5105	\$ 2,700.00	50000005	09/30/04	
	007	08/10/04	Elorida School Book Der	Printer Dell 1700 - Patrick			1010	5100	0520	3105	\$ 540.00	50000007	08/20/04	
2	008	08/10/04	VIRCO	Science Chp Overview 8.FCAT			1010	5100	0642	5105	\$ 2 180.02	5000000	12/01/04	
n	009	08/11/04	Interstate Music Supply	See VISA Log			1010	5100	0641		\$ 1,599,00	50000009	08/17/04	
1	010	08/11/04	Brasswinds and Wondwi	Teacher Noteable Cr 1			1010	5100	0641		\$ 1 193 99	50000010	08/17/04	
2	011	08/12/04	Bank of America	Tech Lab Chairs							\$ 10 102 36	50000011	08/24/04	
3	012	08/18/04	P & D Enterprises	Video Projectors x 2			1010	7900	0350		\$ 1,838,53	50000012	08/25/04	
4	013	08/23/04	Petty Cash	Video Projectors x 5 (Blacks)	-						\$ 441.21	50000013	08/27/04	
5	014	08/25/04	Florida School Book Dep	Math Skills Workbook x 10	_		1010	5200	0510		\$ 79.80	50000014	08/26/04	
6	015	08/26/04	Dell Computers	External Drive			1010	7300	0644		\$ 81.79	50000015	09/10/04	
7	016	09/07/04	Dell Computers	Laser Printer (Thomas/Litc)	10		1010	5100	0644	3150	\$ 197.20	50000016	09/13/04	
8	017	09/10/04	Florida School Book Dep	Math Skills Workbook x 18	L U		1010	5100	0510	3105	\$ 79.80	50000017	11/04/04	
9	018	09/10/04	Bank of America	See VISA Log		5					\$ 9,120.72	50000018	09/07/04	
0	019	09/29/04	Florida School Book Dep	Math Texts (Alg & Course)	3		1010	5100	0510	3105	\$ 1,030.50	50000019	10/04/04	
1	020	09/29/04	Daniel Communications	Video Projectors x 5			1010	5100	0641	3150	\$ 6,636.90	50000020	10/15/04	
2	021	10/06/04	Bank of America	See VISA Log							\$ 4,158.00	50000021	10/06/04	
3	072	10/20/04 Dischase (Elorida School Book Dar	Teacher Ninteahle Cr 1	Choot	1 / Choots /	1010 Sheet6	5100	0510	3105	\$ 74.99	50000022	11/18/04	
	n b	Porchase (An Eug sample (sneets)										
ţa	w• I§	Autoshapes	• < • 🗆 🗆 📶 ᆀ	i (J 12) 📾 🙅 • 🚄 • 🚄		· ···· 🖬 🖬	■ •							

- Select an item such as Math Textbooks, Office Depot, Function 5100, etc.
- Excel hides all rows except those that include the selected item. In other words, the list is filtered by the item that you selected.
- After you filter the list, the drop-down arrow changes color to remind you that the list is filtered by a value in that column.

The drop-down list includes five other items:

All: Displays all items in the column. Use this to remove filtering for a column.

Top 10: Filters to display the "top 10" items in the list. If you use this, you will be able to choose any number of top or bottom items.

Blanks: Filters the list by showing only rows that contain blanks in this column. After you enter your class periods, you can filter all blanks in the Period column and delete those rows. You will then have only your children left to work with.

NonBlanks: Filters the list by showing only rows that contain non-blanks in this column.

Custom: Lets you filter the list by multiple items, for example, NRT% of 25% and below.

To display the entire list again, click Data \Rightarrow Filter \Rightarrow Show All command.

To turn off the filtering, click Data \Rightarrow Filter \Rightarrow AutoFilter command again.

Sorting a List

Sorting a list involves rearranging the rows such that they are in ascending or descending order, based on the values in one or more columns. For example, you might want to sort a list by vendor. The fastest way to sort a list is to use the Sort Ascending or Sort Descending buttons on the Standard toolbar:

- 1) Click on any item in the column upon which you want to base the sort.
- 2) Click the Sort Ascending button or the Sort Descending button.

Excel sorts the list by the current column.



You may need to sort a list by more than one column. For example, you could sort your VISA charges by Project, Function, and then Object in ascending order. To sort a list on multiple columns, do the following:

- Highlight the rows you want to sort
- Click on Data \Rightarrow Sort command. Excel displays the Sort dialog box.
- Select the first sort field from the drop-down list labeled Sort by and specify Ascending or Descending order. (Be sure Header Row is marked at the bottom of the box.)
- Repeat Step 2 for the second and third sort fields, if desired.
- Click OK and the list's rows are rearranged.

Sort	? 🔀
Sort by	Ascending
Then by	C Descending
Func.	Ascending O Descending
Then by	
Nu list has	C Descending
• Header row	C No header ro <u>w</u>
Options	OK Cancel

MIS 3045 BUDGET AMENDMENT

- 1. Purpose: To transfer funds within a project or discretionary budget. To be used when salary objects 0100's and 0200's are involved; otherwise, use the F607 Screen.
- 2. Process: Fax Budget Amendment to Finance at 833-7699.
 - a. A fax cover sheet is not necessary.
 - b. Do <u>NOT</u> send hard copy in courier.
 - c. Every effort will be made to process your budget amendment on the day it is received in Finance.
 - d. After your Budget Amendment has been processed, a copy will be sent to you for your records.
- 3. Contact: Debbie Bruce, Specialist, at 833-7634.

MIS 3365 TRANSFER OF EXPENDITURE

- 1. Purpose: To transfer an "expenditure" from one budget to another, such as a function or project change.
- 2. Verification: Check the F503 Screen to make sure the amount under the "Expended Column" is greater than or equal to the expenditure you wish to transfer.
- 3. Qualifications:
 - a. The "object" to be credited and the object to be charged must always be the same.
 - b. If charging to a project, verify the expenditure is allowed according to the project guidelines. (Please refer to the Budget Manual.)
- 4. Process: Fax Expenditure Reversal to Finance at 833-7699.
 - a. A fax cover sheet is not necessary.
 - b. Do <u>NOT</u> send hard copy in courier.
 - c. After your Expenditure Reversal has been processed, a copy will be sent to you for your records. (New)
- 5. Contact: Tom Gray, Accountant, at 833-3657.

PAYING FOR PERSONNEL WITH INTERNAL FUNDS

The following is an excerpt from TAM 2004-020 (Bookkeeper Workshop Update):

- Salaries or other compensation for duties or assignments which are *not* the responsibility of the School District (example nurse, lunchroom monitor, summer football coach, summer band director) may be paid from internal funds with monies collected to serve that purpose. For instance, General Funds are to benefit the majority of the students; therefore, general funds may be used to pay for a school nurse. Revenue raised through football games and/or fundraisers is to be used to support the football program; therefore, these funds may be used to pay for summer coaching.
- When paying for personnel with internal funds, the source of the revenue (Internal Funds) must be noted on MIS 3386, Transfer of Funds. A check made payable to the Okaloosa County School District should be submitted to Accounts Payable (no earlier than July 1 for summer personnel).

According to Finance TAM 2001-005 dated August 30, 2001, the following projects must be used when the source of funds is internal:

Project 2051 – Lunchroom Monitors, Other Compensation, Substitute Reimbursement Project 2050 – Nurses and Health Assistants

Prior to the expenditure, the funds should be submitted to Finance using a Cash Transmittal Form. Be sure to include Retirement (0210) and FICA/Medicare (0220) when paying Other Comp, Lunchroom Monitors, Nurses, and Health Assistants. The current rates may be found on the Payroll webpage, along with contracted hourly rates for teachers.

Other Comp Example:

Volleyball is paying a teacher, John Doe, \$30 for being a volleyball referee.

- Other Comp would be \$30, account strip 1010.5100.0102.xxxx.2051
- The check would be written for \$34.50 and attached to the Cash Transmittal with the following account strips:

1010.5100.0102.xxxx.2051	\$30.00	(Actual Pay)
1010.5100.0210.xxxx.2051	2.21	(Retirement)
1010.5100.0220.xxxx.2051	2.29	(FICA/Medicare)

• Note: The Retirement and FICA/Medicare you are paying is the school's/employer's portion.

Attachment 'H'

Position Control

SCHOOL DISTRICT OF OKALOOSA COUNTY TRANSFER OF FUNDS SCHOOL BASED ALLOCATION

MIS 3386 REV. 2/05

	SCHOOL	100L								
	PRINCIPAL'S SIGNATURE									
	TYPE OF TRANSFER:									
	Change in Funding On	ly (Do Not Se	end MIS 504	1 to Personnel)			A and B			
	Cash in Vacated Positi			Α						
	Cash in Hours for Exis	to Personnel)) A							
	Purchase New Position			В						
	Purchase Additional H	ours for Ex	isting Po	sition (Send requ	ired paperwork t	o Personnel)	В			
s	EFFECTIVE DATE HRS./DAY		VACA	TED JOB TITLE		POSITION	I NUMBER			
E										
C T			(For Person	nel Use Only)						
'		1								
0										
N	Amount Computed by Finance	<u>CENTER</u> PROJECT								

A	\$		-					
S	EFFECTIVE DATE	HRS./DAY		NEW	/ JOB TITLE		POSITION	I NUMBER
C T I O		9 MO 10 MO 12 MO		1	NAME (IF KNOWN))	(For Person	nel Use Only)
N B	Amount Computed I \$ \$	by Finance	DEBIT: -	<u>FUND</u>	FUNCTION	<u>OBJECT</u>	<u>CENTER</u>	PROJECT

For Finance Use Only						
New Employee to be Paid From:	<u>%</u>	FUND	FUNCTION	<u>OBJECT</u>	<u>CENTER</u>	PROJECT
No change to MIS 3386 - So	chool resp	onsibe for cre	diting object 0102	2 (Other Comp.)	or 0750 (Temp	. Employee).
Budget Amendment not req	uired. MIS	3386 cancels	s MIS 3386 dated	l fo	r	·
Budget Amendment not req	uired. MIS	3386 cancels	s MIS 3386 dated	Date Sent	r to Personnel: _	

Okaloosa County School District School Positions By Job Title RB802 - Position Master Detail - As of March 9, 2005

0031	Edwins Elemer	ntary School										
Job No.	Job Name	First Name	MI	Joh ID	РТ	Hours	Perc	Fund	Func	Ohi	Center	Proi
		I list ivanic	1011	J 00 ID	11	Hours	Tele	1 unu	Tune	Obj	Center	110j
010190	MATHEMATICS	S, ELEMENTAI	RY									
	L		М	01	001	7.500	50%	1010	5100	0131	0031	3161
010220	TEACHER, ELE	M PHYSICAL I	EDUC.	0.1	0.01	7 5 00	1000/	1010	5 100	0101	0021	
	T		Q	01	001	7.500	100%	1010	5100	0131	0031	••••
010260	TEACHER, ELE	MENTARY MU	SIC	01	001	7 500	1000/	1010	5100	0121	0021	5126
	ĸ		G	01	001	7.500	100%	1010	5100	0131	0031	5120
010300	TEACHER, TITL	LE I	м	01	001	7 500	100%	1201	5100	0131	0031	5401
	З Т		C	01	001 001	7.500	100%	4201	5100	0131	0031	5401
010350	TEACHED UNC	PADED EL EM		DV								
010550	J	RADED ELEWI	J	01	001	7.500	50%	1010	5100	0131	0031	3161
	J		5	-01	001	7.500	50%	1010	5100	0131	0031	
014000	LITERACY COA	СН										
	М		С	01	001	7.500	100%	1010	6300	0131	0031	5128
016420	TEACHER -EMO	DTIONALLY H	ANDI	CAP								
	W		А	01	001	7.500	100%	1010	5200	0131	0031	
016520	TEACHER, SPE	C. LEARNING I	DISAB				1000					
	S		F	01	001	7.500	100%	1010	5200	0131	0031	••••
016540	TEACHER, VAR	YING EXCEPT	TON.	01	001	- -00	1000/	40.01	5000	0101	0021	- 17-
	r		М	01	001	/.500	100%	4201	5200	0131	0031	5475
016620	TEACHER OF T	HE GIFTED	٨	01	001	7 500	1.40/	1010	5200	0121	0021	2001
	M		A A	01	001	7.500 7.500	14% 6%	1010	5200 5200	0131	0031	3001
	141		Л	01	001	7.300	070	1010	5200	0151	0051	••••

SCHOOL DISTRICT OF OKALOOSA COUNTY FINANCE DEPARTMENT

CASH/REFUND TRANSMITTAL FORM

TO: FINANCE DEPARTMENT

DATE: 3/2/05

FROM: Niceville High School

(Name of School/Department)

SUBJECT: MONIES TRANSMITTED TO FINANCE

THIS COMPLETED FORM MUST ACCOMPANY ALL MONEY (CHECK OR CASH) SENT TO THE FINANCE OFFICE.

	TOTAL AMOU	NT OF CHECKS	S \$ <u>39</u>	96.90		
	TOTAL AMOUI GRAND TOTAI	NT OF CASH	\$\$_39	96.90	55	
CHECK NO.	AMOUNT	FUND	FUNCTION	OBJECT	CENTER NO.	PROJECT
7053	345.00	1010	5100	0102	0211	2051
7053	25.50	1010	5100	0210	0211	2051
7053	26.40	1010	5100	0220	0211	2051

REASON FOR TRANSMITTAL OF MONEY: Jane Doe was clock keeper and announcer for girls'

basketball games for Fall 2004 and Jan-Feb 2005.

(Signature of Principal/Department Head)

MIS 3218 Rev. 9/03

SCHOOL DISTRICT OF OKALOOSA COUNTY TRANSFER OF FUNDS SCHOOL BASED ALLOCATION

MIS 3386 REV. 2/05

SCHOOL Edwins Elementary (EXAMPLE)	CENTER #	¢ 0031
PRINCIPAL'S SIGNATURE	DATE	07/01/05
TYPE OF TRANSFER:		
Change in Funding Only (Do Not Send MIS 5041 to Personnel)		A and B
Cash in Vacated Position		Α
Cash in Hours for Existing Position (Send required paperwork to Personnel)		Α
X Purchase New Position (Send required paperwork to Personnel)		В
Purchase Additional Hours for Existing Position (Send required paperwork	to Personnel)	В

S E	EFFECTIVE DATE HRS./DAY		VACAT	ED JOB TITLE		POSITION	I NUMBER
C T						(For Personi	nel Use Only)
1			I	NAME (IF KNOWN)			
O N	Amount Computed by Finance \$	CREDIT:	<u>FUND</u>	FUNCTION	<u>OBJECT</u>	CENTER	PROJECT
A	\$	-					
S E C T	EFFECTIVE DATE HRS./DAY 7/1/2005 9 MQ	Summer S See Attac	NEW chool ched List	JOB TITLE		POSITION (For Persona	I NUMBER
1 0	10 MO 12 MO						
N	Amount Computed by Finance	DEBIT:	FUND 1010	FUNCTION 9890	0BJECT 0997	<u>CENTER</u> 0031	<u>PROJECT</u> 3161
в	\$	-					
	<u>For Finance Use Only</u> New Employee to be Paid From:	<u>%</u>	<u>FUND</u>	FUNCTION	<u>OBJECT</u>	<u>CENTER</u>	PROJECT
	No share to MIC 2000			dition of big of 0400			
	NO change to MIS 3386 - S	chool respoi	ISIDE TOT CTE	eaiting object 0102	2 (Other Comp.)	or 0750 (Temp	. ⊏mpioyee).
	Budget Amendment not red	quired. MIS 3	386 cancel	s MIS 3386 dated	fo	r	·
	Approved By:				Date Sent	to Personnel:	

Special Authorization (If Required):

Date:

Teachers		Hours		
Jane Doe Bob Smith		45 30		
	Total	75		
Classroom Ass	sistants	Hours		
Sally Johnson		20		
	Total	20		
	X		PLE	