

- The following screen will appear after you have entered your password.
Press enter to continue.

```

                                RESULT IN LEGAL ACTION AGAINST VIOLATORS.
                                =====
Username: sfowler
Password:

                                Welcome to the
                                Saskatoon Catholic School Board
                                Administrative Computer System

                                SECURE ANNOUNCEMENTS:
                                =====

NOTICE:  GUI access to the Internet is now available for school and Board
          Office staff from their home computers.  Contact Lena at 668-7067
          for details

                                Tom

=====
          Last interactive login on Friday, 12-MAY-2000 08:02:45.92
          Last non-interactive login on Thursday, 11-MAY-2000 08:50:30.38
Press Return to continue...

```

STEP 2: Access the BUDGET ACCOUNTING SYSTEM

- Type in 01 and press enter.

```

Date: 31-Jul-98      ADMINISTRATIVE AND PERSONNEL SERVICES MENU      Time: 11:21 AM

```

01 = BUDGET ACCOUNTING SYSTEM
02 = ACCOUNTS RECEIVABLE
03 = PURCHASING
04 = TENDERING
05 = PERSONNEL
06 = TEACHER PAYROLL
07 = SUPPORT PAYROLL
08 = SUBSTITUTE PAYROLL
09 = CASUAL PAYROLL
10 = QUEUE-MANAGEMENT
11 = VMSMAIL
12 = CAMPUS AMERICA
13 = STUDENT INQUIRY
14 = SPECIAL EDUCATION
15 = TUITION FEE SYSTEM
16 = PROJECTED ENROLLMENT SYSTEM
17 = CHANGE PASSWORD
18 = CAMPUS AMERICA - HIGH SCHOOLS

```

Module: [##] 01
Page: 1 of 1

```

STEP 3: Access the GENERAL LEDGER INQUIRY BROWSE

- Type in 01 and press enter.

DATE: 31-Jul-98	ST. PAUL'S RCSSD #20	TIME: 11:19 AM
01 General Ledger Inquiry Browse 02 Print User Defined Report 03 G1 Account Inquiry		
Module: 01		Page 1 of 1

STEP 4: Access the G/L BROWSE SUMMARY

- Press enter if you wish to view information for the current year
(If you wish to view prior year information, use the arrow keys to move to the desired year and press enter.)
Your cursor will now appear to the right of **Criteria:**

YEAR :		G/L BROWSE SUMMARY				CRITERIA :	
Selected :	1994 1995 1996 1997 1998 1999 2000	0	Restricted :	0	Presented :	0	
Total Comm	s :	Current :	\$	0.00			
		Opening :	\$	0.00			
		Pending Req :	\$	0.00	\$	0.00	
Total Expenditures :		Current :	\$	0.00			
		Opening :	\$	0.00	\$	0.00	

STEP 5: Access the G/L SELECTION CRITERIA

- Press the **HOME** or **FIND** key on your keyboard. If you are using Reflections you will need to press the **HELP** key. If your keyboard does not have a Home, Find or Help key you must use your mouse to access the keypad from the Tool Bar menu and then click on the **FIND** key.

STEP 6: Selecting items from the G/L SELECTION CRITERIA

- Use the arrow keys on your keyboard to move up and down the list of reports. (The Page Up and Page Down keys can also be used to move through the list.)
- Highlight the report you wish to view and press enter (eg. SCH BUDGET).
- Use the arrow keys to move across the menu at the bottom of the screen.
- Highlight **SELECT** and press enter.

G/L SELECTION CRITERIA		Page 1 of 1
NAME	DESCRIPTION	
ASSOC SCH	ASSOCIATE SCHOOL SUMMARY	
CAFETERIA	CAFETERIA SUMMARY	
RESOURCE C	RESOURCE CENTRE - SCHOOLS	
S BASED F	SCHOOL BASED FUNDS SUMMARY	
S OPEN BAL	SCHOOL BASED OPENING BALANCE	
SCH BUDGET	SCHOOL'S DIVISION BUDGET	
SPEC PROJ	SPECIAL PROJECT	

Exit **Select**

- The next screen that appears shows the accounts associated with the browse you have chosen. Modifications to this screen will decrease the amount of time required to bring up your browse.
- **Please note that any changes made will not be saved by the system** Therefore each time you do an inquiry the original view set up by this office will appear.

STEP 6A: Modify the G/L SELECTION CRITERIA con't

- Highlight **MODIFY**.
- Highlight the beginning of the line that has Facility (in the NAME column), and press enter.
- Continue to press enter until the cursor appears on the **Start Code** column.
- Change the number to your School/Facility number and press enter.
- Your cursor will now appear on the **End Code** column, change to your School/Facility number and press enter.
- Your cursor will now appear at the beginning of the line.
- Use the arrow keys to move to the next line containing Facility.
- Repeat the above procedure of changing the Start Code number and End Code number to your School/Facility number .

When all lines containing Facility have been changed to reflect your School number highlight **ACCEPT** at the bottom of the screen and press enter.

G/L SELECTION CRITERIA					Line 1 of 8
NAME : SCH BUDGET		DESC : SCHOOL'S DIVISION BUDGET		CODE :	
SET #	E#	NAME	START CODE	END CODE	
01	01	FOLIO	202301	202301	
01	02	FACILITY	105	366	
02	01	FOLIO	202303	202708	
02	02	FACILITY	105	366	
03	01	FOLIO	205304	205304	
03	02	FACILITY	105	366	
04	01	FOLIO	205110	205110	
04	02	FACILITY	105	366	
<END>					
Accept Cancel Modify Insert Delete					

G/L SELECTION CRITERIA					Line 8 of 8
NAME : SCH BUDGET		DESC : SCHOOL'S DIVISION BUDGET		CODE :	
SET #	E#	NAME	START CODE	END CODE	
01	01	FOLIO	202301	202301	
01	02	FACILITY	115	115	
02	01	FOLIO	202303	202708	
02	02	FACILITY	115	115	
03	01	FOLIO	205304	205304	
03	02	FACILITY	115	115	
04	01	FOLIO	205110	205110	
04	02	FACILITY	115	115	
<END>					
Accept Cancel Modify Insert Delete					

Please note that you have access to all the commands at the bottom of the G/L Selection Criteria Screen.

Explanation of Menu Options:

Cancel - Returns you to the previous screen

Modify - Allows you to change any of the Start and End Codes.

Example: You may change the start code (in the third line of the previous diagram) from 202303 to 202401. This would then eliminate account 202303 from the browse your pull up.

Insert - Allows you to insert a new line.

Delete - Allows you to delete any line from the browse.

Remember! No changes will be saved by the system! Therefore if you accidentally delete an item or make an incorrect modification the changes will not be saved. The next time you go into the browse the original G/L Selection Criteria will appear.

STEP 7: The **BROWSE TOTALS SCREEN** summarizes financial information

- Use the arrow keys to move across the menu at the bottom of the screen.
- Highlight **DETAIL** and press enter

Explanation of Terms:

Total Commitments - The total dollar value of Purchase Orders that have been entered by the Purchasing department. This total clears to zero each month.

Total Expenditures- The total dollar amount of payments/transfers that have been charged to a particular budget.

Total Budget - The total dollar amount allotted to a particular budget.

Remaining - Total Budget less Total Expenditures and Total Commitments

To determine the net position of the budget (or total funds available) subtract the total expenditures from the total budget. Eg. Net position in the example below is \$ 2, 039.94 (\$20,299.00 - \$18,259.06).

TOTAL BUDGET - TOTAL EXPENDITURES = NET POSITION

G/L BROWSE SUMMARY			
YEAR : 1998		CRITERIA : **QUICK**	
Selected :	8	Restricted :	0
		Presented :	8
Total Commitments :	Current :	\$	0.00
	Opening :	\$	0.00
	Pending Req :	\$	0.00
		\$	0.00
Total Expenditures :	Current :	\$	0.00
	Opening :	\$	18,259.06
		\$	18,259.06
Total Budget :	Actual :	\$	20,299.00
	Temporary :	\$	0.00
	Provisional :	\$	0.00
		\$	20,299.00
Remaining :		\$	2,039.94
Percent Remaining :			10%

Exit	Detail	Criteria	Year
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STEP 8: BROWSE DETAIL SCREEN displays information about the school's various budgets. It lists the various budgets and the dollar amount of commitments and expenditures charged to the particular budgets.

- In the example below, an amount of \$204.00 was originally allotted to the Phones- LD Budget and the total dollar amount charged to the Phones-LD Budget is \$92.55 with a balance of \$ 111.45 remaining.
- Please note that for School Based Funds the Commitments column will be zero as purchase orders are not entered against school based funds by the purchasing department. Budget areas will also be zero as their is no central budget associated with school based funds.

YEAR : 1998		G/L BROWSE DETAIL			Line 8 of 8
G/L ACCOUNT	COMMITMENTS	EXPENDITURES	ACTUAL BUDGET	BUDGET AVAIL	
202301-160-000	0.00	1,478.13	5,480.00	4,001.87	
202308-160-000	0.00	0.00	0.00	0.00	
202401-160-000	0.00	8,739.28	10,352.00	1,612.72	
202702-160-000	0.00	444.60	812.00	367.40	
202704-160-000	0.00	860.33	0.00	-860.33	
202705-160-000	0.00	1,887.70	0.00	-1,887.70	
202707-160-000	0.00	4,756.47	3,451.00	-1,305.47	
205304-160-000	0.00	92.55	204.00	111.45	
<END>					
	0.00	18,259.06	20,299.00	2,039.94	
PHONES-LD-DOMINIC-					
Exit Summary Budget Journal History Req's W132					

Explanation of Menu Options:

Exit - Returns you to the previous screen.

Summary- The dollar amount of commitments and expenditures associated with a particular budget.

Budget - The dollar amount allotted for a particular budget.

Journal - Lists specific transactions associated with a particular budget.

History - Previous year information on a particular budget.

W132 - see following section **W132/W80**

W132/W80

- Highlight W132 and press enter (or press the 'W' key) to toggle the screen setting between W132 and W80. This command is used to set the screen width for the journal entry option. You must determine the way you wish to view the journal entries **before** you select the 'J' feature.
- The difference between the two settings are:

W132 SETTING - This setting will allow the user to load up all transactions for a GL account for the entire year as opposed to period by period. The transactions are loaded in period order starting from the period you select when you first enter the screen

W80 SETTING - This setting will load the journal entries one period at a time. This feature uses the same program as the GL account inquiry program.

G/L : 202301-160-000		J/E DETAIL			Line 2 of 3	
BATCH	SC	DATE	DESCRIPTION	COMMITMENT	EXPENDITURE	
Opening Balances				0.00	0.00	
*INV-02-036	IE	06-Feb-98	PRENTICE HALL CANA		531.18	
* INV-03-090	IE	13-Feb-98	SCHOLASTIC CANADA		41.12	
*INV-12-070	IE	09-Feb-98	BROADWAY BOOK MERC		47.76	
<END>						
Period 199802 Totals				0.00	620.06	
Account Totals				0.00	620.06	
Order :		Inv/Ref : 353133		Status : GL M/E		
S/L :				Vendor : 54751		
Desc :		SCHOLASTIC CANADA LTD				
Exit	<--PreV-	-Period-	-Next-->	Batch	Order	Invoice

PREV- Press 'V' to go back one accounting period. This takes you to the first page of information in this accounting period. If there is more than one page of information in the accounting period use your **<PAGE UP>** and **<PAGE DOWN>** keys to scroll through the information.

Period - Press 'P' to move to any accounting period you wish to view. The system will prompt for the period in a window.

Next - Press 'N' to move forward one accounting period. This will take you to the first page of information in the accounting period. If there is more than one page of information in the accounting period use your **<PAGE UP>** and **<PAGE DOWN>** keys to scroll through the information.

NEW FEATURE

You can now press <Home> when you have loaded up all journal entry details for the year and enter any data you would like to match on. If the system finds a match, your cursor will be placed on the transaction found. If you wish to find another transaction with the same match keep pressing the find and enter keys.

STEP 8: Browse Details Screen con't

- Use the arrow keys to move up and down the list of budgets.
- Highlight the budget you wish further information on.
- Use the arrow keys to move across the menu at the bottom of the screen.
- Use the arrow keys to highlight **JOURNAL** and press enter.
- A box will pop up on your screen indicating the accounting period

Period : 199801 (Year/Month)

To browse through all items processed press return. To browse through items starting at a different time period enter the year and month.

Eg. For June of 1998 enter 199806

- To accept Period: 199801 press enter.

YEAR : 1998		G/L BROWSE DETAIL			Line 6 of 8
G/L ACCOUNT	COMMITMENTS	EXPENDITURES	ACTUAL BUDGET	BUDGET AVAIL	
202301-160-000	0.00	1,478.13	5,480.00	4,001.87	
202308-160-000	0.00	0.00	0.00	0.00	
202401-160-000	0.00	8,739.28	10,352.00	1,612.72	
202702-160-000	0.00	444.60	812.00	367.40	
202704-160-000	0.00	860.33	0.00	-860.33	
202705-160-000	0.00	1,887.70	0.00	-1,887.70	
202707-160-000	0.00	4,756.47	3,451.00	-1,305.47	
205304-160-000	0.00	92.55	204.00	111.45	
<END>					
	0.00	18,259.06	20,299.00	2,039.94	
PHY ED EQUIP-DOMINIC-					
Exit Summary Budget Journal History Req's W132					

G/L : 202301-160-000		J/E DETAIL						
BATCH #	SC	S/L	ORDER #	INVOICE #	ENTRY DT	DESCRIPTION	COMMITMENT	EXPENDITURE
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Period For J/E Transactions : 199801 </div>								

STEP 9: The **J/E DETAIL - (Journal Entry Detail)** lists all the transactions associated with a particular budget (or G/L Account or General Ledger Account)

G/L : 202705-160-000		J/E DETAIL					Line 2 of 21	
BATCH #	SC	S/L	ORDER #	INVOICE #	ENTRY DT	DESCRIPTION	COMMITMENT	EXPENDITURE
*801-INV-02	IE			971222-160	16-Jan-98	HERTZ NORTHERN BUS		388.52
*803-INV-19	IE		T03380001	27445	11-Mar-98	AL ANDERSON SPORTS		17.69
*803-INV-23	IE		T03380005	047038	16-Mar-98	TEAM SKYLINE		128.74
*803-INV-23	IE		T03380004	122516	19-Mar-98	SPORTS EQUIPMENT OF T		244.55
*803-INV-23	IT		T03380004	TAX0007140	19-Mar-98	SPORTS EQUIPMENT OF T		16.74
*803-INV-28	IE		T03380002	SM9618	19-Mar-98	ATHLETES WEAR		203.25
*803-INV-28	IT		T03380002	TAX0007149	19-Mar-98	ATHLETES WEAR		13.92
*803-INV-29	IE		T03380003	9801862-IN	23-Mar-98	NORTHERN ATHLETIC ALT		206.44
*803-INV-29	IT		T03380003	TAX0007154	23-Mar-98	NORTHERN ATHLETIC ALT		14.13
*804-INV-16	IE		T03380004	123349	15-Apr-98	SPORTS EQUIPMENT OF T		22.04
*804-INV-16	IT		T03380004	TAX0007242	15-Apr-98	SPORTS EQUIPMENT OF T		1.51
*804-J/E-01	JE			BT 268	16-Apr-98	CHANGE CODE/HERTZ-JAN		-388.52
*810-INV-23	IE		6509	128401	08-Oct-98	SPORTS EQUIPMENT OF T		438.65
*810-INV-23	IT		6509	TAX0007559	08-Oct-98	SPORTS EQUIPMENT OF T		30.03
*810-INV-23	IE		6514	9900254-IN	08-Oct-98	SPORTFACTOR INC.		146.87
*810-INV-23	IT		6514	TAX0007561	08-Oct-98	SPORTFACTOR INC.		10.06
*811-INV-08	IE		6512	051373	05-Nov-98	TEAM SKYLINE		182.48

Exit Batch Order **Invoice**

- Use the arrow keys to move up and down the list.
- Highlight the invoice you wish to view and press enter.
(Please note: an invoice is denoted by an "IE" in the SC column)
- Use the arrow keys to move along the menu at the bottom of the screen.
- Highlight **INVOICE** and press enter.

The **SC** code indicates the type of transaction associated with a budget.

Explanation of SC Codes:

IE - Invoice entry

JE - Journal entry (usually a budget transfer)

IT - The amount of Provincial Sales Tax remitted on purchases made out of the province.

AT, PX, PO, PC - Items entered by the purchasing department. The transactions are entered into the system and then reversed out on a monthly basis.

STEP 10: The **INVOICE INQUIRY SCREEN** displays the details of the invoice.

<u>INVOICE INQUIRY</u>			
VENDOR #	12750	AL ANDERSON'S	
		SOURCE FOR SPORTS	
INVOICE #	27445 - 00	208 AVENUE B SOUTH	
		SASKATOON, SK	
		S7M 1M4	
ORDER #	T03380001		
BATCH #	803-INV-19032	INVOICE DATE	19-Feb-1998
INVOICE TYPE	I	ENTRY DATE	11-Mar-1998
PAYABLE TYPE	01	DUE DATE	19-Mar-1998
APR #	0849	PAYMENT DATE	19-Mar-1998
LAST CHEQUE	0849000005		
TAX INVOICE #		INV AMOUNT	18.46
		PAID	18.46
		DISCOUNT	0.00
STATUS	Paid/Closed	DISCOUNT %	0.00
		REFERENCE	
		2-SOCCER BALLS/DOMINIC	
		Exit	GL Detail

Explanation of terms:

Order # - The purchase order number.

Payment Date Paid - The date the invoice was paid.

Last Cheque - The cheque number on which invoice was paid.

Reference - A brief description of the invoice, the school associated with the invoice and the authorizing budget manager if applicable.

At the bottom of the screen two options will appear:

GL Details - Indicates the budget (G/L) number that was charged and the dollar amount.

- Enter **G** for (G/L Details) and press enter

STEP 11: The GENERAL LEDGER DETAIL INFORMATION SCREEN shows the dollar amount charged to a specific budget (or G/L Account).

Please note: the invoice amount may differ from the amount charged to the budget. This is due to the GST rebate of 68%.

In the example below the total invoice was for \$18.46 and \$1.14 was the amount of GST charged therefore the amount charged to the budget is:

$$\$18.46 - (\$1.14 \times .68) = \$17.69$$

$$\text{Total invoice amount} - (\text{GST charged} \times .68) = \text{Total amount charged to Budget}$$

GENERAL LEDGER DETAIL INFORMATION				
GL-SL ACCOUNT#		DESCRIPTION	COMMITMENT	EXPENSE
202705-160-000		PHY ED EQUIP-DOMINIC	0.00	17.69
***** * Restricted Account			0.00	0.00
INVOICE \$ -	18.46	DISTRIBUTION \$ -	0.00	17.69
Exit GST Sec Vendor				

STEP 12: Exiting the Budget Accounting System

- Exit by pressing enter.
- When the message **Next Inquiry (Y/N)** appears, enter **N** for No and press enter.
- Highlight **Exit** and press enter, this will return you to the previous screen.
Or Press F10 and then return and you will be at the main menu.
- Continue to exit until you reach the main menu. At the main menu press return.
- The display at the bottom of screen should now be: **Quit [Y/N]**.
- Enter **Y** and press enter. Your name and the date logged out will appear on the screen.