APPROP - Appropriation Maintenance

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overview

The APPROP program is a screen-formatted program created to replace the NEWAPP, PRMAPP and PCTMNT programs. In addition, it contains options to update the GAAP Orig Budget/GAAP Orig Estimate fields on the account file and load next fiscal year proposed or initial budget/revenue amounts from a CSV or TAB-delimited input file.

APPROP is divided into three sections: Next Year Proposed options, Initial/Permanent Account Balances options, and GAAP Original Amounts option. The APPROP options include:

- **NYPINI:** initializes the Next Year Proposed fields (similar to Initialize in NEWAPP)
- **NYPMASS:** mass change the Next Year Proposed fields (similar to the Mass Change option in NEWAPP)
- **NYPMNT:** maintain the Next Year Proposed amounts for each account individually (similar to the Build option in NEWAPP)
- **NYPLOAD:** loads the Next Year Proposed amounts from a CSV or TAB-delimited input file.
- **IABMASS:** mass change the Initial Account balances (similar to the Mass Change option in PRMAPP)
- **IABMNT:** maintain the Initial Account balances (similar to the Initial option in PRMAPP)
- **PABMNT:** maintain the Permanent account balances (similar to the Permanent option in PRMAPP)
- **IABLOAD:** loads the Initial Account amounts from a CSV or TAB-delimited input file.
- **GAAPSET:** Mass Update GAAP Original Budget/Estimate fields

accessing the program

The program may be executed by typing:

```
$ RUN OECN$BUD:APPROP
```

at the $ prompt or in the menu system type:

```
MENU>APPROP
```

main menu

The following main menu will appear:

```
APPROP - Appropriation Maintenance
-------------------------------------------------------------------

                    NEXT YEAR PROPOSED
    1. NYPINI   - Initialize Next Year Proposed Amounts
    2. NYPMASS  - Mass Change Next Year Proposed Amounts
    3. NYPMNT   - Next Year Proposed Maintenance Screen
    4. NYPLOAD  - Update Proposed Amounts from CSV/TAB file

                   INITIAL/PERMANENT ACCOUNT BALANCES
    5. IABMASS  - Mass Change Initial Account Balances
    6. IABMNT   - Initial Account Balance Maintenance Screen
    7. PABMNT   - Permanent Account Balance Maintenance Screen
    8. IABLOAD  - Update Initial Balances from CSV/TAB file

                   GAAP ORIGINAL AMOUNTS
    9. GAAPSET  - Mass Update GAAP Original Budget/Estimate

   10. EXIT     - Exit program

  Menu: APPROP Option>  ____________________________________________

  XXX Accept           XX  Help            XX  Exit         XXX Next
```

approp

When first entering any of the APPROP options, you are prompted on whether you want to affect budget account or revenue accounts.

```
_____________________________________________________________________________________________
___
|
|
|  ------------------NYPINI - Initialize Next Year Proposed Amounts--------------------
|
|  |                                                                                   |
|
|  | Do you wish to initialize Next Year Proposed amounts for:                         |
|
|  |                                                                                   |
|
|  | Budget Accounts            Revenue Accounts            Return to menu             |
|
|  |                                                                                   |
|
|  |___________________________________________________________________________________|
|
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|_____________________________________________________________________________________________
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```

nypini

The NYPINI option will set the value of the Next Fiscal Year Proposed Amount to zero on budget or revenue accounts. It is recommended to run NYPINI before entering amounts in the NYPMASS and NYPMNT programs.

Initializing Next Year Proposed Budget Amounts

If you select budget accounts in the NYPINI option, you may enter up to ten range or wildcard selections to indicate which accounts you want to initialize. If you want to initialize all budget accounts on file, enter "W" in the Wild/Range field and enter "*" in the fund field.

```
-----------------------------------------------------------------------------------
----
|
|
|                     NYPINI - Initialize Next Year Proposed Amounts
|
|
|
|                  Wild/            Fnd   Func   Obj   SCC    Subj     Opu   Il   Job
|
|                  Range
|
|                    _        From: ___   ____   ___   ____   ______   ___   __   ___
|
|                             To:   ___   ____   ___   ____   ______   ___   __   ___
|
|
|
|                    _        From: ___   ____   ___   ____   ______   ___   __   ___
|
|                             To:   ___   ____   ___   ____   ______   ___   __   ___
|
|
|
|                    _        From: ___   ____   ___   ____   ______   ___   __   ___
|
|                             To:   ___   ____   ___   ____   ______   ___   __   ___
|
|
|
|                    _        From: ___   ____   ___   ____   ______   ___   __   ___
|
|                             To:   ___   ____   ___   ____   ______   ___   __   ___
|
|
|
|                    _        From: ___   ____   ___   ____   ______   ___   __   ___
|
|                             To:   ___   ____   ___   ____   ______   ___   __   ___
|
|
|
|
|
|  Initialize Next Year Proposed Budget Amounts                              1 of  2
|
|   XX  Execute             XX  Cancel              XX  Next Screen
|
|   XX  First Screen        XX  Reset
|
|   XX  Help                XX  Save/Recall
|
|   XX  Exit                XX  Prev Screen
|
|_____________________________________________________________________________________
___|
```

Field Definitions

- If a "R" is entered in the **Wild/Range** field, you will need to enter an account code in the FROM line from which to begin selection of accounts. Next, enter an account code in the TO line to specify the account on which to end the selected range of accounts. Any accounts that fall between the FROM and TO range will be selected for updating purposes.
- If a "W" is entered in the **Wild/Range** field, only the FROM account line is used. Any accounts matching the wildcard will be selected for updating purposes. Please refer to the chapter in the USAS User Guide titled "Using the USAS Report Programs" for a complete explanation of wildcard usage.

Wildcard	Meaning
*	Represents multiple digits or alphabetic characters.
%	Represents a single digit or alphabetic character.
#	Represents a single digit.
@	Represents a single alphabetic character.

Initializing Next Year Proposed Revenue Amounts

If you select revenue accounts in the NYPINI option, you may enter up to ten range or wildcard selections to indicate which accounts you want to initialize. If you want to initialize all revenue accounts on file, enter "W" in the Wild/Range field and enter "*" in the fund field

```
-------------------------------------------------------------------------------------
----
|
|
|                     NYPINI - Initialize Next Year Proposed Amounts
|
|
|
|                  Wild/            Fnd   Rcpt   SCC    Subj     Opu
|
|                  Range
|
|                    _        From: ___   ____   ____   ______   ___
|
|                             To:   ___   ____   ____   ______   ___
|
|
|
|                    _        From: ___   ____   ____   ______   ___
|
|                             To:   ___   ____   ____   ______   ___
|
|
|
|                    _        From: ___   ____   ____   ______   ___
|
|                             To:   ___   ____   ____   ______   ___
|
|
|
|                    _        From: ___   ____   ____   ______   ___
|
|                             To:   ___   ____   ____   ______   ___
|
|
|
|                    _        From: ___   ____   ____   ______   ___
|
|                             To:   ___   ____   ____   ______   ___
|
|
|
|  Initialize Next Year Proposed Revenue Amounts                            1 of  2
|
|   XX  Execute             XX  Cancel              XX  Next Screen
|
|   XX  First Screen        XX  Reset
|
|   XX  Help                XX  Save/Recall
|
|   XX  Exit                XX  Prev Screen
|
|_____________________________________________________________________________________
___|
```

Field Definitions

- If a "R" is entered in the **Wild/Range** field, you will need to enter an account code in the FROM line from which to begin selection of accounts. Next, enter an account code in the TO line to specify the account on which to end the selected range of accounts. Any accounts that fall between the FROM and TO range will be selected for updating purposes.
- If a "W" is entered in the **Wild/Range** field, only the FROM account line is used. Any accounts matching the wildcard will be selected for updating purposes. Please refer to the chapter in the USAS User Guide titled "Using the USAS Report Programs" for a complete explanation of wildcard usage.

Wildcard	Meaning
*	Represents multiple digits or alphabetic characters.
%	Represents a single digit or alphabetic character.
#	Represents a single digit.
@	Represents a single alphabetic character.

nypmass

The NYPMASS program allows you to mass change the values for the Next Year Proposed fields. You choose whether to update budget or revenue accounts. Only those accounts with an active status will be updated by the program.

Mass Change Next Year Proposed Budget Amounts

After selecting budget accounts, you may enter up to ten range or wildcard selections. For each selection, you may determine which amounts to use to mass change that range or wildcard group of accounts, and the percentage to use. The calculation or the percentage may be different for each group of selections for added flexibility.

```
-------------------------------------------------------------------------------------
-------
|
|
|                     NYPMASS - Mass Change Next Year Proposed Amounts
|
|
|
|Calculate      Percent  Round?    Wild/         Fnd  Func  Obj  SCC   Subj    Opu  Il
Job  |
|based on:                         Range
|
|   _           _______    _         _    From:  ___  ____  ___  ____  ______  ___  __
___  |
|                                         To:    ___  ____  ___  ____  ______  ___  __
___  |
|
|
|   _           _______    _         _    From:  ___  ____  ___  ____  ______  ___  __
___  |
|                                         To:    ___  ____  ___  ____  ______  ___  __
___  |
|
|
|   _           _______    _         _    From:  ___  ____  ___  ____  ______  ___  __
___  |
|                                         To:    ___  ____  ___  ____  ______  ___  __
___  |
|
|
|   _           _______    _         _    From:  ___  ____  ___  ____  ______  ___  __
___  |
|                                         To:    ___  ____  ___  ____  ______  ___  __
___  |
|
|
|   _           _______    _         _    From:  ___  ____  ___  ____  ______  ___  __
___  |
|                                         To:    ___  ____  ___  ____  ______  ___  __
___  |
|
|
|
|
|  Mass Change Next Year Proposed Budget Amounts                                    1
of  2 |
|   XX  Execute             XX  Cancel              XX  Next Screen
|
|   XX  First Screen        XX  Reset
|
|   XX  Help                XX  Save/Recall
|
|   XX  Exit                XX  Prev Screen
|
|_____________________________________________________________________________________
_______|
```

Field Definitions

- In order to look at the **Calculate based on** options, move your cursor to the calculate based on field and press the Help key. The mass change will be based on the following options:

```
A = Percentage of Fiscal YTD Expendables
      B = Percentage of Fiscal YTD Expenditures
      C = Fiscal YTD Unencumbered Balance
      D = Percentage of Fiscal YTD Expendable minus Prior FY Encumbered
      E = Percentage of Fiscal YTD Expendable minus Current Encumbered
      F = Current Next Year Proposed minus Current Encumbered
```

- If you chose to calculate based on a percentage, you will need to enter the percentage in the **Percent** field. For example, you chose to calculate based on the percentage of Fiscal YTD
  Expendable and the Fiscal YTD Expandable amount equaled $10,000. By entering 115%, your next fiscal year proposed amount would be $11,500.00
- If you want the calculated amounts to be rounded to the nearest whole dollar, enter "Y" in the **Round?** field. Entering an "N" will calculate the amount using dollars and cents. Please keep in mind this option should be left blank when using calculation types which are not based on a percentage.
- If a "R" is entered in the **Wild/Range** field, you will need to enter an account code in the FROM line from which to begin selection of accounts. Next, enter an account code in the TO line to specify the account on which to end the selected range of accounts. Any accounts that fall between the FROM and TO range will be selected for updating purposes.
- If a "W" is entered in the **Wild/Range** field, only the FROM account line is used. Any accounts matching the wildcard will be selected for updating purposes. Please refer to the chapter in the
  USAS User Guide titled "Using the USAS Report Programs" for a complete explanation of wildcard usage.

Wildcard	Meaning
*	Represents multiple digits or alphabetic characters.
%	Represents a single digit or alphabetic character.
#	Represents a single digit.
@	Represents a single alphabetic character.

Mass Change Next Year Proposed Revenue Amounts

After selecting revenue accounts, you may enter up to ten range or wildcard selections. For each selection, you may determine which amounts to use to mass change that range or wildcard group of accounts, and the percentage to use. The calculation or the percentage may be different for each group of selections for added flexibility.

```
-----------------------------------------------------------------------------------------
---
|
|
|                     NYPMASS - Mass Change Next Year Proposed Amounts
|
|
|
|Calculate      Percent   Round?   Wild/         Fnd  Rcpt  SCC   Subj    Opu
|
|based on:                         Range
|
|   _           _______     _        _    From:  ___  ____  ____  ______  ___
|
|                                         To:    ___  ____  ____  ______  ___
|
|
|
|   _           _______     _        _    From:  ___  ____  ____  ______  ___
|
|                                         To:    ___  ____  ____  ______  ___
|
|
|
|   _           _______     _        _    From:  ___  ____  ____  ______  ___
|
|                                         To:    ___  ____  ____  ______  ___
|
|
|
|   _           _______     _        _    From:  ___  ____  ____  ______  ___
|
|                                         To:    ___  ____  ____  ______  ___
|
|
|
|   _           _______     _        _    From:  ___  ____  ____  ______  ___
|
|                                         To:    ___  ____  ____  ______  ___
|
|
|
|  Mass Change Next Year Proposed Revenue Amounts                            1 of  2
|
|   XX  Execute             XX  Cancel              XX  Next Screen
|
|   XX  First Screen        XX  Reset
|
|   XX  Help                XX  Save/Recall
|
|   XX  Exit                XX  Prev Screen
|
|_____________________________________________________________________________________
___|
```

Field Definitions

In order to look at the *Calculate based on options, move your cursor to the calculate based on field and press the Help key. The mass change will be based on the following options:

```
A = Percentage of Fiscal YTD Receivables
      B = Percentage of Fiscal YTD Receipts
      C = Fiscal YTD Balance Receivable
```

- If you chose to calculate based on a percentage, you will need to enter the pecentage in the **Percent** field. For example, you chose to calculate based on the percentage of Fiscal YTD Receivables and the Fiscal YTD Receivables amount equaled $10,000. By entering 115%, your next fiscal year proposed amount would be $11,500.00
- If you want the calculated amounts to be rounded to the nearest whole dollar, enter "Y" in the **Round?** field. Entering an "N" will calculate the amount using dollars and cents. Please keep in mind this option should be left blank when using calculation types which are not based on a percentage.
- If a "R" is entered in the **Wild/Range** field, you will need to enter an account code in the FROM line from which to begin selection of accounts. Next, enter an account code in the TO line to specify the account on which to end the selected range of accounts. Any accounts that fall between the FROM and TO range will be selected for updating purposes.
- If a "W" is entered in the **Wild/Range** field, only the FROM account line is used. Any accounts matching the wildcard will be selected for updating purposes. Please refer to the chapter in the USAS User Guide titled "Using the USAS Report Programs" for a complete explanation of wildcard usage.

Wildcard	Meaning
*	Represents multiple digits or alphabetic characters.
%	Represents a single digit or alphabetic character.
#	Represents a single digit.
@	Represents a single alphabetic character.

nypmnt

The NYPMNT program allows you to maintain the Next Year Proposed amount for each account individually. You choose whether to update budget or revenue accounts.

Maintain Next Year Proposed Budget Amounts

After selecting budget accounts, you are given options similar to the USARPT/BUDWRK report. This allows the user to duplicate the exact sort and selection options that you chose in BUDWRK.

```
--------------------------------------------------------------------------------
---------
|
|
|               NYPMNT - Next Year Proposed Maintenance - Budget Accounts
|
|
|
|  How do you want the amounts calculated? (A, B)
|
|    A = The figure entered will be the Next Year Proposed amount
|
|    B = Subtract the Current Encumbrances from the figure entered
|
|
|
| - Account Sort and Selection Criteria -
|
|
|
|  Sort options
_____________________________________________    |
|
|
|  Exclude accounts with zero amounts? (A,C,N)         N
|
|  Include accounts which are no longer active? (Y,N)  Y
|
|
|
|  Bank Codes                              ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
|
|                                          ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
|
|
|
|
|
| Press <next screen> for wildcard account selection options
|
|
|
|
|
| Maintenance Setup          Pres PF4 to Load the Maintenance Screen           1
of   3  |
|   XX  Continue            XX  Cancel              XX  Next Screen
|
|   XX  First Screen        XX  Reset
|
|   XX  Help                XX  Save/Recall
|
|   XX  Exit                XX  Prev Screen
|
|_____________________________________________________________________________
________|
```

Field Definitions

- If an "A" is entered in the **How do you want the amounts calculated** field, you will need to enter the Board Approved Budget amount and this figure will be placed in the Next Year's Proposed field. If a "B" is entered, you will need to enter the Board Approved Budget amount and the amount placed in the Next Year's Proposed field will be the amount you entered minus the Current Encumbrances.
- In order to look at the possible **Sort options**, move the cursor to the sort option line and press the [Help] key. The following pop-up window appears. You may then enter the desired sort options, separated by commas.

```
------------------------------Sort Items------------------------------
| AC - Entire Budget Account        AP - Appropriation Account       |
| FS - Fund/SCC                     FD - Fund                        |
| FC - Function                     F1 - Function Level: 1 sig digit |
| FL - Function Level: 2 sig digits OB - Object                      |
| OL - Object Level: 1 sig digit    SC - Special Cost Center         |
| SU - Subject                      OU - Operational Unit            |
| IL - Instructional Level          J  - Job Assignment              |
|                                                                    |
|  Enter the fields you wish to sort on. If you wish to sort on more |
|  than one field, enter the fields separated by commas.             |
|                                                                    |
|                                                                    |
|                                                                    |
|        Accept            Cancel                                    |
----------------------------------------------------------------------
```

- The option to **Exclude accounts with zero amounts** is offered. Choices are A, C, or N.

Choosing A, causes accounts where all columns contain zeros to be excluded. This means that an account would be included if either any current year column does not have a zero entry, or any prior fiscal year expended field is not zero. Thus, accounts with non-zero prior year expended fields would be included.

Choosing C, causes accounts where all current year columns contain all zeros to be excluded regardless of whether or not the account has zero or non-zero entries in any of the prior year expended fields.

Choosing N, causes accounts for which the current year columns contain all zeros to be included regardless of whether or not the account has zero or non-zero entries in any of the prior year expended fields.*

- You have the option to *Include accounts which are no longer active*. The options are either Y or N. "Y" indicating inactive accounts should be included, "N" to exclude any inactive accounts.
- **Bank codes** refer to a unique bank code number assigned in the ACTSCN program that allows you to select information by banking institution. If desired, enter the bank code. If left blank,
  all bank codes will be selected.

NYPMNT Budget Screen 2 of 3

```
-------------------------------------------------------------------------------
------------
|
|
|                  NYPMNT - Next Year Proposed Maintenance - Budet Accounts
|
| -Wildcard budget account selection  - Fnd   Func    Obj   SCC   Subj    Opu
IL   Job    |
| Include or Exclude I     Wildcard     200                 9*
|
|                    X     Wildcard                  1*
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|
|
|  Press <next screen> for range account selection options
|
|
|
| Maintenance Setup            Press PF4 to Load the Maintenance Screen
2 of 3|
|  XX  Continue               XX  Cancel                 XX  Next Screen
|
|  XX  First Screen           XX  Reset
|
|  XX  Help                   XX  Save/Recall
|
|  XX  Exit                   XX  Prev Screen
|
-------------------------------------------------------------------------------
------------
```

Field Definitions

- Screen 2 of 3 offers the option to use wildcard selection by account code.
- Accounts may be selected by a single account code, a range of accounts, or by a group of accounts all in a single run of the program.
- You have the option to **Include or Exclude** accounts by entering either an I or an X on the account line. If an account is entered, a blank is the same as an I for inclusion (the default).
  This works in the following way. The program processes the accounts by first looking for all inclusions. Then the program will process the accounts again looking for any exclusions to see if the account should be "deselected" from the included set. For example, screen 2 above illustrates a situation where you include the student activities fund 200 with 9xxx special cost centers, but then exclude from these accounts all of the objects 100 - 199.

> There could be a potential problem if other sets of accounts were to be included.

Suppose you also wanted to include all accounts from the fund 006. Under the above set of exclusions, all of the 006 funds with object codes 1xx, would also be excluded. If you wanted the exclusion of 1xx objects to apply only to the 200 funds, then the account selection screen would look like the following:

```
-------------------------------------------------------------------------------
------------
|
|
|                  NYPMNT - Next Year Proposed Maintenance - Budet Accounts
|
| -Wildcard budget account selection  - Fnd   Func    Obj   SCC   Subj    Opu
IL   Job    |
| Include or Exclude I     Wildcard     200                 9*
|
|                    X     Wildcard     200           1*    9*
|
|                    _     Wildcard     006
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|
|
|  Press <next screen> for range account selection options
|
|
|
| Maintenance Setup            Press PF4 to Load the Maintenance Screen
2 of 3|
|  XX  Continue               XX  Cancel                 XX  Next Screen
|
|  XX  First Screen           XX  Reset
|
|  XX  Help                   XX  Save/Recall
|
|  XX  Exit                   XX  Prev Screen
|
-------------------------------------------------------------------------------
------------
```

- Up to 14 wildcard selections may be entered during a run.

- Please refer to the chapter in the USAS User Guide titled Using the USAS Report Programs for a complete explanation of wildcard usage.

Wildcard	Meaning
*	Represents multiple digits or alphabetic characters.
%	Represents a single digit or alphabetic character.
#	Represents a single digit.
@	Represents a single alphabetic character.

NYPMNT Budget Screen 3 of 3

```
-------------------------------------------------------------------------------
------------
|
|
|               NYPMNT - Next Year Proposed Maintenance  -  Budget Accounts
|
|  - Range budget account selection -   Fnd   Func   Obj   SCC    Subj    Opu
IL   Job    |
|    Include or Exclude  I       From   200                9000
|
|                                To     200                9999
|
|                        X       From   200          400   9000
|
|                                To     200          499   9999
|
|                        _       From
|
|                                To
|
|                        _       From
|
|                                To
|
|                        _       From
|
|                                To
|
|                        _       From
|
|                                To
|
|                        _       From
|
|                                To
|
|
|
|  Maintenance Setup         Press PF4 to Load the Maintenance Screen
3 of 3 |
|   XX  Continue               XX  Cancel                 XX  Next Screen
|
|   XX  First Screen           XX  Reset
|
|   XX  Help                   XX  Save/Recall
|
|   XX  Exit                   XX  Prev Screen
|
-------------------------------------------------------------------------------
------------
```

Field Definitions

- Screen 3 of 3 offers the option to use ranges of accounts selected by account code. Please refer to the chapter in the USAS User Guide titled Using the USAS Report Programs for a complete explanation of using ranges.
- You have the option to **Include or Exclude** accounts by entering either an I or an X on the "From" account line. If an account is entered, a blank is the same as an I for inclusion (the default).Screen 3 illustrates the situation where you want to include only

the 9xxx accounts for the student activity fund 200, and to exclude from these all of the accounts with objects from 400 to 499.

- Up to 8 range selections may be entered during a run.
- The important thing to remember about ranges is that each dimension is evaluated independently of the other dimensions.

NYPMNT Budget Maintenance Screen

After executing the NYPMNT budget screens, you will be placed in the NYPMNT maintenance screen with the selected budget accounts listed by the sort options entered in the previous screens as shown in the following sample screen:

```
--------------------------------------------------------------------------------
--------
| Find:  02 ___ ____ ___ ____ ______ ___ __ ___                        Board
Approved    |
|        TI FND FUNC OBJ SPCC SUBJCT OPU IL JOB                           Amount:
|
|        02 001 1100 291 0000 000000 000 00 000
|
|  Insurance Benefits - Mental Health Certified
_______________    |
|
|
|        02 001 1100 510 9413 000000 001 00 000
|
|  Supplies and Software - Computers
_______________    |
|
|
|        02 001 1100 511 9413 000000 001 00 000
|
|  Elem. Classroom Supplies ($300)
_______________    |
|
|
|        02 001 1100 511 9413 000000 002 00 000
|
|  HS Classroom Supplies ($300)
_______________    |
|
|
|        02 001 1100 640 9413 000000 002 00 000
|
|  HS Instr. Computer Equipment
_______________    |
|
|
|        02 001 1100 740 9413 000000 002 00 000
|
|  HS Instr. Computer Equipment Replacement
_______________    |
|
|
| Press the Modify key to begin entering Board Approved amounts
|
|
|
| NYPMNT    Maintenance program
|
|   XX  Top              XX  Next          XX  Exit Lockmode       XX  Scroll
Down       |
|   XX  Help             XX  Find          XX  Disp Totals
|
|   XX  Exit             XX  Modify        XX  Scroll Up
|
|_____________________________________________________________________________
________|
```

At this point, if you want to update a specific budget account, you can locate it by using the Find feature. Enter the account in the Find field and press [Find]. The specified account will be loaded onto the screen. You can also scroll through the accounts by using the [Scroll Up Scroll Down] functions.

In order to start entering Board approved amounts for each budget account, you need to press the [Modify] key. You are automatically locked into the modify mode by the Lockmode feature allowing you to modify up to six accounts at a time. If you chose Option A (under "How do you want the amounts calculated"), enter the Board approved amount. If you chose Option B, it will automatically display the current encumbrances. Modify that amount by entering the Board approved amount. When you are finished entering the Board approved amounts, press [Modify] to accept the newly entered amounts for the six accounts currently being displayed. The program automatically displays the next six accounts to be modified. Pressing the [Scroll Up Scroll Down] functions will also automatically accept the new amounts before scrolling to the previous or next list of accounts when locked into the modify mode.

If you do not want to accept the newly entered amounts, press [Do not modify]. The program will not save any amounts to those accounts currently being displayed and will automatically scroll to the next six accounts. To exit out of the modify mode, press [Exit Modify] and it will return you to the main NYPMNT maintenance screen. If you wish to turn Lockmode off, press [Exit Lockmode].

Selecting the [Disp Totals] function will display a pop-up report on your screen containing the totals of the amounts that have been entered. The report provides a grand total as well as subtotals with the subtotals based on the first sort option selected on the Setup screen. This report should be used in checking the total amounts that have just been entered through NYPMNT.

Maintain Next Year Proposed Revenue Amounts

After selecting revenue accounts, you are given options similar to the USARPT/REVWRK report. This allows the user to duplicate the exact sort and selection options that you chose in REVWRK.

```
-------------------------------------------------------------------------------
--------
|
|
|               NYPMNT - Next Year Proposed Maintenance - Revenue Accounts
|
|
|
| - Account Sort and Selection Criteria -
|
|
|
|  Sort options
_____________________________________________    |
|
|
|  Exclude accounts with zero amounts? (A,C,N)         N
|
|
|
|  Include accounts which are no longer active? (Y,N)  Y
|
|
|
|  Bank Codes                             ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
|
|                                         ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
|
|
|
|
|
| Press <next screen> for wildcard account selection options
|
|
|
|
|
| Maintenance Setup          Pres PF4 to Load the Maintenance Screen           1
of   3  |
|   XX  Continue            XX  Cancel              XX  Next Screen
|
|   XX  First Screen        XX  Reset
|
|   XX  Help                XX  Save/Recall
|
|   XX  Exit                XX  Prev Screen
|
|_____________________________________________________________________________
________|
```

Field Definitions

- In order to look at the possible **Sort options**, move the cursor to the sort option line and press the Help key. The following pop-up window appears. You may then enter the desired sort options, separated by commas.

```
-----------------------------Sort Items-----------------------------
| AC - Entire Revenue Account       FS - Fund/Scc                    |
| FD - Fund                         RC - Receipt                     |
| R2 - Receipt Level; 2 sig digits  SC - Special Cost Center         |
| SU - Subject                      OB - Operational Unit            |
|                                                                    |
|  Enter the fields you wish to sort on. If you wish to sort on more |
|  than one field, enter the fields separated by commas.             |
|                                                                    |
|                                                                    |
|                                                                    |
|        Accept            Cancel                                    |
----------------------------------------------------------------------
```

- The option to **Exclude accounts with zero amounts** is offered. Choices are A, C, or N.

Choosing A, causes accounts where all columns contain zeros to be excluded. This means that an account would be included if either any current year column does not have a zero entry, or any prior fiscal year expended field is not zero. Thus, accounts with non-zero prior year expended fields would be included.

Choosing C, causes accounts where all current year columns contain all zeros to be excluded regardless of whether or not the account has zero or non-zero entries in any of the prior year expended fields.

Choosing N, causes accounts for which the current year columns contain all zeros to be included regardless of whether or not the account has zero or non-zero entries in any of the prior year expended fields.

- You have the option to *Include accounts which are no longer active*. The options are either Y or N. "Y" indicating inactive accounts should be included, "N" to exclude any inactive accounts.
- **Bank codes** refer to a unique bank code number assigned in the ACTSCN program that allows you to select information by banking institution. If desired, enter the bank code. If left blank,
  all bank codes will be selected.

NYPMNT Revenue Screen 2 of 3

```
--------------------------------------------------------------------------------
--------
|
|
|                  NYPMNT - Next Year Proposed Maintenance - Revenue Accounts
|
| -Wildcard budget account selection  -  Fnd   Rcpt   SCC   Subj     Opu
|
|  Include or Exclude I     Wildcard     200          9*
|
|                    X     Wildcard            1*
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|
|
|  Press <next screen> for range account selection options
|
|
|
| Maintenance Setup           Press PF4 to Load the Maintenance Screen
2 of 3|
|  XX  Continue               XX  Cancel                 XX  Next Screen
|
|  XX  First Screen           XX  Reset
|
|  XX  Help                   XX  Save/Recall
|
|  XX  Exit                   XX  Prev Screen
|
--------------------------------------------------------------------------------
--------
```

Field Definitions

- Screen 2 of 3 offers the option to use wildcard selection by account code.
- Accounts may be selected by a single account code, a range of accounts, or by a group of accounts all in a single run of the program.
- You have the option to **Include or Exclude** accounts by entering either an I or an X on the account line. If an account is entered, a blank is the same as an I for inclusion (the default).

This works in the following way. The program processes the accounts by first looking for all inclusions. Then the program will process the accounts again looking for any exclusions to see if the account should be "deselected" from the included set. For example, screen 2 above illustrates a situation where you include the student activities fund 200 with 9xxx special cost centers, but then exclude from these accounts all of the receipts 1000 - 1999.

> There could be a potential problem if other sets of accounts were to be included.

Suppose you also wanted to include all accounts from the fund 006. Under the above set of exclusions, all of the 006 funds with receipt codes 1xxx, would also be excluded. If you wanted the exclusion of 1xxx receipts to apply only to the 200 funds, then the account selection screen would look like the following:

```
--------------------------------------------------------------------------------
--------
|
|
|                  NYPMNT - Next Year Proposed Maintenance - Revenue Accounts
|
| -Wildcard budget account selection  -  Fnd   Rcpt   SCC   Subj     Opu
|
|  Include or Exclude I     Wildcard     200          9*
|
|                   X     Wildcard      200   1*     9*
|
|                   _     Wildcard
|
|                   _     Wildcard      006
|
|                   _     Wildcard
|
|                   _     Wildcard
|
|                   _     Wildcard
|
|                   _     Wildcard
|
|                   _     Wildcard
|
|                   _     Wildcard
|
|                   _     Wildcard
|
|                   _     Wildcard
|
|                   _     Wildcard
|
|                   _     Wildcard
|
|
|
|  Press <next screen> for range account selection options
|
|
|
| Maintenance Setup           Press PF4 to Load the Maintenance Screen
2 of 3|
|  XX  Continue               XX  Cancel                 XX  Next Screen
|
|  XX  First Screen           XX  Reset
|
|  XX  Help                   XX  Save/Recall
|
|  XX  Exit                   XX  Prev Screen
|
--------------------------------------------------------------------------------
--------
```

- Up to 14 wildcard selections may be entered during a run.

- Please refer to the chapter in the USAS User Guide titled Using the USAS Report Programs for a complete explanation of wildcard usage.

Wildcard	Meaning
*	Represents multiple digits or alphabetic characters.
%	Represents a single digit or alphabetic character.
#	Represents a single digit.
@	Represents a single alphabetic character.

NYPMNT Revenue Screen 3 of 3

```
--------------------------------------------------------------------------------
--------
|
|
|             NYPMNT - Next Year Proposed Maintenance  -  Revenue Accounts
|
| - Range budget account selection -   Fnd   Rcpt   SCC   Subj    Opu
|
|   Include or Exclude   I      From   200          9000
|
|                               To     200          9999
|
|                        X      From   200   1000   9000
|
|                               To     200   1999   9999
|
|                        _      From
|
|                               To
|
|                        _      From
|
|                               To
|
|                        _      From
|
|                               To
|
|                        _      From
|
|                               To
|
|                        _      From
|
|                               To
|
|                        _      From
|
|                               To
|
|
|
|  Maintenance Setup            Press PF4 to Load the Maintenance Screen
3 of 3 |
|   XX  Continue               XX  Cancel                 XX  Next Screen
|
|   XX  First Screen           XX  Reset
|
|   XX  Help                   XX  Save/Recall
|
|   XX  Exit                   XX  Prev Screen
|
--------------------------------------------------------------------------------
--------
```

Field Definitions

- Screen 3 of 3 offers the option to use ranges of accounts selected by account code. Please refer to the chapter in the USAS User Guide titled Using the USAS Report Programs for a complete explanation of using ranges.
- You have the option to **Include or Exclude** accounts by entering either an I or an X on the "From" account line. If an account is entered, a blank is the same as an I for inclusion (the default). Screen 3 illustrates the situation where you want to include only the 9xxx accounts for the student activity fund 200, and to exclude from these all of the accounts with receipts from 1000 to 1999.
- Up to 8 range selections may be entered during a run.
- The important thing to remember about ranges is that each dimension is evaluated independently of the other dimensions.

NYPMNT Revenue Maintenance Screen

After executing the NYPMNT revenue screens, you will be placed in the NYPMNT maintenance screen with the selected revenue accounts listed by the sort options entered in the previous screens as shown in the following sample screen:

```
--------------------------------------------------------------------------------
--------
| Find:  03 ___ ____ ____ ______ ___                                  Board
Approved    |
|        TI FND RCPT SPCC SUBJCT OPU                                     Amount:
|
|        03 001 1111 0001 000000 000
|
|  General Property Tax - Sample County
_______________    |
|
|
|        03 001 1111 0002 000000 000
|
|  General Property Tax - Noname County
_______________    |
|
|
|        03 001 1111 9412 000000 000
|
|  General Prop. Tax - Budget Reserve Fund
_______________    |
|
|
|        03 001 1111 9413 000000 000
|
|  General Prop. Tax-Sample - Instr. Mat. Set-Aside
_______________    |
|
|
|        03 001 1111 9414 000000 000
|
|  Gen. Prop. Tax - Noname - Capital/Maint. Set-Aside
_______________    |
|
|
|        03 001 1120 0001 000000 000
|
|  Personal Property Tax - Sample County
_______________    |
|
|
| Press the Modify key to begin entering Board Approved amounts
|
|
|
| NYPMNT    Maintenance program
|
|   XX  Top              XX  Next          XX  Exit Lockmode       XX  Scroll
Down       |
|   XX  Help             XX  Find          XX  Disp Totals
|
|   XX  Exit             XX  Modify        XX  Scroll Up
|
|_____________________________________________________________________________
________|
```

At this point, if you want to update a specific revenue account, you can locate it by using the Find feature. Enter the account in the Find field and press [Find]. The specified account will be loaded onto the screen. You can also scroll through the accounts by using the [Scroll Up Scroll Down] functions.

In order to start entering Board approved amounts for each revenue account, you need to press the [Modify] key. You are automatically locked into the modify mode by the Lockmode feature allowing you to modify up to six accounts at a time. Enter in your Board approved amounts. When you are finished entering the Board approved amounts, press [Modify] to accept the newly entered amounts for the six accounts currently being displayed. The program automatically displays
the next six accounts to be modified. Pressing the [Scroll Up Scroll Down] functions will also automatically accept the new amounts before scrolling to the previous or next list of accounts when
locked into the modify mode.

If you do not want to accept the newly entered amounts, press [Do not modify]. The program will not save any amounts to those accounts currently being displayed and will automatically scroll to the next six accounts. To exit out of the modify mode, press [Exit Modify] and it will return you to the main NYPMNT maintenance screen. If you wish to turn Lockmode off, press [Exit Lockmode].

Selecting the [Disp Totals] function will display a pop-up report on your screen containing the totals of the amounts that have been entered. The report provides a grand total as well as subtotals with the subtotals based on the first sort option selected on the Setup screen. This report should be used in checking the total amounts that have just been entered through NYPMNT.

nyload

The NYPLOAD program allows you to load the Next Year Proposed amounts from a CSV or TAB-delimited input file. You need to specify the input file and whether you want to do a test run or update the accounts. A report will be generated indicating any warnings and errors and the success or failure of the account updates.

```
--------------------------------------------------------------------------------
---------
|
|
|               NYPLOAD - Load Next Year Proposed Amounts from CSV/TAB file
|
|
|
|  Processing Options:
|
|    Name of import file:                        NYPLOAD.CSV
|
|    Format of import file:                      CSV
|
|    Update account file or report only (U/R)?   R
|
|
|
|  Report File Specifications:
|
|    Error report file                           NYPLOAD.TXT
|
|    Print options page? (Y/N)                   Y
|
|
|
|
|
|
|
|
|
| Load Next Year Proposed Amounts
1 of 1 |
|   XX  Execute             XX  Reset
|
|   XX  Help                XX  Save/Recall
|
|   XX  Exit
|
|   XX  Cancel
|
|_____________________________________________________________________________
________|
```

Field Definitions

- Enter the name of the import file to be imported in the **Name of import file** field. The file name including extension must be provided (filename.ext).
- Enter the format of the file to be imported in the **Format of import file**field. The format choices are as follows:
  - **CSV - comma-separated values**
  - **TAB - tab-delimited format**
- The **Update account file or report only** option allows you to enter the code "U" to actually update the account file or "R" to generate the report but not update the account file.
- The default error report file name is NYPLOAD.TXT. The text file name can be changed at the **Error report file** prompt.
- The **Print options page** prompt, if set to 'Y' (yes), will cause a listing to print at the beginning of the NYPLOAD.TXT file showing which options were selected during the program run.

NYPLOAD Import File Specifications

The CSV or TAB-delimited file being read by the NYPLOAD program can include the fields in any order. The first row of the spreadsheet or file must contain the Required Column Descriptions listed below. The remaining rows will contain the data values to be loaded. Extra columns on the import file without the required criteria will be ignored and will not be updated.

NYPLOAD .CSV or TAB delimited field requirements

The following table outlines the field requirements for the NYPLOAD import file. Each table includes a description, the maximum size, the required column description, possible values, and the field format. In the column labeled "Max Size" the fields defined are represented as either alphabetic or numeric. All alphabetic fields are defined as 'X'. All numeric fields are defined as '9'. Numeric fields with an 'S' preceding the '9' indicate this field can hold a positive value or a negative value. Numeric fields containing a value which allows decimal places, contain a '.' in the "Max Size" column. All numeric values with a decimal point, must include the decimal point in the CSV or TAB file. For example, a value for 2 dollars and 10 cents, must be in the spreadsheet as 2.10. All account codes must be valid account codes. All account code dimensions will be padded with zeroes, if necessary. (i.e. If the FUND is "1", it will be changed to "001").

Description	Max. Size	Req. Column Desc.	Possible Values	Format
Transaction Indicator	X(2)	TI	Must equal "02" for budgets and "03" for revenues	
Fund Number	X(3)	FUND		
Function Code	X(4)	FUNCTION		
Object Code	X(3)	OBJECT		
Special Cost Center	X(4)	SCC		
Subject Code	X(6)	SUBJECT		
Operational Unit	X(3)	OPU		
Instructional Level	X(2)	IL		
Job Code	X(3)	JOB		
Receipt Number	X(4)	RECEIPT		
Account Description	X(30)	DESCRIPTION	Only updated when adding new accounts	
Next Year Proposed	S9(9)V9(2)	PROPOSED		

EXPWRK Programs

The CSV spreadsheet files generated from the BUDWRK or REVWRK programs are compatible with the NYPLOAD program. The first row of the spreadsheet automatically includes the required column descriptions. Once the next year proposed amounts are entered in the spreadsheet, the CSV file can then be loaded into the NYPLOAD program.

New Accounts

If new accounts are included on the spreadsheet that currently do not exist on the system, a message will be included on the projection report that the new accounts will be created when posting the spreadsheet through NYPLOAD.

iabmass

The IABMASS program allows you to enter temporary or permanent amounts into the intial budget fields by mass changing the amounts based on a percentage of last fiscal year's actual expendables or expenditures. Likewise, temporary or permanent amounts can be entered into the initial revenue fields based on a percentage of last fiscal year's actual receipts. Only those accounts with an active status will be updated by the program. When running IABMASS, the GAAP Original Budget/GAAP Original Estimate fields will be automatically updated with the same amounts as the Initial Budget/Initial Estimate fields.

Mass Change Initial Budget Amounts

After selecting budget accounts, you may enter up to ten range or wildcard selections. For each selection, you may determine which amounts to use to mass change that range or wildcard group of accounts, and the percentage to use. The calculation or the percentage may be different for each group of selections for added flexibility.

```
-------------------------------------------------------------------------------
----------
|
|
|                     IABMASS - Mass Change Initial Account Balances
|
|
|
|Calculate      Percent  Round?   Wild/         Fnd  Func  Obj  SCC   Subj    Opu
Il  Job |
|based on:                        Range
|
|   _           _______    _        _    From:  ___  ____  ___  ____  ______  ___
__  ___ |
|                                         To:    ___  ____  ___  ____  ______  ___
__  ___ |
|
|
|   _           _______    _        _    From:  ___  ____  ___  ____  ______  ___
__  ___ |
|                                         To:    ___  ____  ___  ____  ______  ___
__  ___ |
|
|
|   _           _______    _        _    From:  ___  ____  ___  ____  ______  ___
__  ___ |
|                                         To:    ___  ____  ___  ____  ______  ___
__  ___ |
|
|
|   _           _______    _        _    From:  ___  ____  ___  ____  ______  ___
__  ___ |
|                                         To:    ___  ____  ___  ____  ______  ___
__  ___ |
|
|
|   _           _______    _        _    From:  ___  ____  ___  ____  ______  ___
__  ___ |
|                                         To:    ___  ____  ___  ____  ______  ___
__  ___ |
|
|
|
|
|  Mass Change Initial Budget Amounts                                          1
of  2     |
|   XX  Execute             XX  Cancel              XX  Next Screen
|
|   XX  First Screen        XX  Reset
|
|   XX  Help                XX  Save/Recall
|
|   XX  Exit                XX  Prev Screen
|
|_____________________________________________________________________________
__________|
```

Field Definitions

- In order to look at the **Calculate based on** options, mover your cursor to the calculate based on field and press the [Help] key. The mass change will be based on the following two options:

```
A = Percentage of Fiscal YTD Expendables
      B = Percentage of Fiscal YTD Expenditures
```

- In the **Percent** field, enter the percentage. For example, if last fiscal year's actual expenditures equaled $10,000, entering 115% would result in an initial budget of $11,500.00
- If you want the calculated amounts to be rounded to the nearest whole dollar, enter "Y" in the **Round?** field. Entering an "N" will calculate the amount using dollars and cents. Please keep in mind this option should be left blank when using calculation types which are not based on a percentage.
- If an "R" is entered in the **Wild/Range** field, you will need to enter an account code in the FROM line from which to begin selection of accounts. Next, enter an account code in the TO line to specify the account on which to end the selected range of accounts. Any accounts that fall between the FROM and TO range will be selected for updating purposes.
- If a "W" is entered in the **Wild/Range** field, only the FROM account line is used. Any accounts matching the wildcard will be selected for updating purposes. Please refer to the chapter in the USAS User Guide titled "Using the USAS Report Programs" for a complete explanation of wildcard usage.

Wildcard	Meaning
*	Represents multiple digits or alphabetic characters.
%	Represents a single digit or alphabetic character.
#	Represents a single digit.
@	Represents a single alphabetic character.

Mass Change Initial Revenue Amounts

After selecting revenue accounts, you may enter up to ten range or wildcard selections. For each selection, you may determine which amounts to use to mass change that range or wildcard group of accounts, and the percentage to use. The calculation or the percentage may be different for each group of selections for added flexibility.

```
--------------------------------------------------------------------------------
--------
|
|
|                     IABMASS - Mass Change Initial Account Balances
|
|
|
|Calculate      Percent  Round?    Wild/         Fnd  Rcpt  SCC   Subj    Opu
|
|based on:                        Range
|
|   _           _______    _         _    From:  ___  ____  ____  ______  ___
|
|                                         To:    ___  ____  ____  ______  ___
|
|
|
|   _           _______    _         _    From:  ___  ____  ____  ______  ___
|
|                                         To:    ___  ____  ____  ______  ___
|
|
|
|   _           _______    _         _    From:  ___  ____  ____  ______  ___
|
|                                         To:    ___  ____  ____  ______  ___
|
|
|
|   _           _______    _         _    From:  ___  ____  ____  ______  ___
|
|                                         To:    ___  ____  ____  ______  ___
|
|
|
|   _           _______    _         _    From:  ___  ____  ____  ______  ___
|
|                                         To:    ___  ____  ____  ______  ___
|
|
|
|
|
|  Mass Change Initial Revenue Estimates                                    1
of  2   |
|   XX  Execute             XX  Cancel              XX  Next Screen
|
|   XX  First Screen        XX  Reset
|
|   XX  Help                XX  Save/Recall
|
|   XX  Exit                XX  Prev Screen
|
|_____________________________________________________________________________
________|
```

Field Definitions

- Entering an "A" in the **Calculate based on** field will calculate it based the percentage of last fiscal year's actual receipts.
- In the **Percent** field, enter the percentage. For example, if last fiscal year's actual receipts equaled $10,000, entering 115% would result in an initial revenue of $11,500.00
- If you want the calculated amounts to be rounded to the nearest whole dollar, enter "Y" in the **Round?** field. Entering an "N" will calculate the amount using dollars and cents. Please keep in mind this option should be left blank when using calculation types which are not based on a percentage.
- If an "R" is entered in the **Wild/Range** field, you will need to enter an account code in the FROM line from which to begin selection of accounts. Next, enter an account code in the TO line to specify the account on which to end the selected range of accounts. Any accounts that fall between the FROM and TO range will be selected for updating purposes.
- If a "W" is entered in the **Wild/Range** field, only the FROM account line is used. Any accounts matching the wildcard will be selected for updating purposes. Please refer to the chapter in the USAS User Guide titled "Using the USAS Report Programs" for a complete explanation of wildcard usage.

Wildcard	Meaning
*	Represents multiple digits or alphabetic characters.
%	Represents a single digit or alphabetic character.
#	Represents a single digit.
@	Represents a single alphabetic character.

iabmnt

The IABMNT program allows you to enter or maintain amounts in the initial budget or initial revenue fields. These amounts may be temporary or permanent balances. When running IABMNT, the GAAP Original Budget/GAAP Original Estimate fields will be automatically updated with the same amounts entered in the Initial Budget/Initial Estimate fields.

Maintain Initial Budget Amounts

After selecting budget accounts, you are given options similar to the USARPT/BUDWRK report. This allows the user to duplicate the exact sort and selection options that you chose in BUDWRK.

```
--------------------------------------------------------------------------------
---------
|
|
|               IABMNT - Initial Account Balance Maintenance - Budget Accounts
|
|
|
|  How do you want the amounts calculated? (A, B)
|
|    A = Subtract the Last FY Encumbrances from the figure entered
|
|    B = The figure entered will be the Initial Budget amount
|
|
|
| - Account Sort and Selection Criteria -
|
|
|
|  Sort options
_____________________________________________    |
|
|
|  Exclude accounts with zero amounts? (A,C,N)         N
|
|  Include accounts which are no longer active? (Y,N)  Y
|
|
|
|  Bank Codes                              ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
|
|                                          ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
|
|
|
|
|
| Press <next screen> for wildcard account selection options
|
|
|
|
|
| Maintenance Setup          Pres PF4 to Load the Maintenance Screen           1
of   3  |
|   XX  Continue            XX  Cancel              XX  Next Screen
|
|   XX  First Screen        XX  Reset
|
|   XX  Help                XX  Save/Recall
|
|   XX  Exit                XX  Prev Screen
|
|_____________________________________________________________________________
________|
```

Field Definitions

- If an "A" is entered in the **How do you want the amounts calculated** field, you will need to enter the Board Approved Budget amount and the amount placed in the Initial Budget field will be the amount you entered minus the Last Fiscal Year's Carryover Encumbrances. If a "B" is entered, you will need to enter the Board Approved Budget amount and this figure will be placed in the Initial Budget field.
- In order to look at the possible **Sort options**, move the cursor to the sort option line and press the [Help] key. The following pop-up window appears. You may then enter the desired sort options, separated by commas.

```
------------------------------Sort Items------------------------------
| AC - Entire Budget Account        AP - Appropriation Account       |
| FS - Fund/SCC                     FD - Fund                        |
| FC - Function                     F1 - Function Level: 1 sig digit |
| FL - Function Level: 2 sig digits OB - Object                      |
| OL - Object Level: 1 sig digit    SC - Special Cost Center         |
| SU - Subject                      OU - Operational Unit            |
| IL - Instructional Level          J  - Job Assignment              |
|                                                                    |
|  Enter the fields you wish to sort on. If you wish to sort on more |
|  than one field, enter the fields separated by commas.             |
|                                                                    |
|                                                                    |
|                                                                    |
|        Accept            Cancel                                    |
----------------------------------------------------------------------
```

- The option to **Exclude accounts with zero amounts** is offered. Choices are A, C, or N.

Choosing A, causes accounts where all columns contain zeros to be excluded. This means that an account would be included if either any current year column does not have a zero entry, or any prior fiscal year expended field is not zero. Thus, accounts with non-zero prior year expended fields would be included.

Choosing C, causes accounts where all current year columns contain all zeros to be excluded regardless of whether or not the account has zero or non-zero entries in any of the prior year expended fields.

Choosing N, causes accounts for which the current year columns contain all zeros to be included regardless of whether or not the account has zero or non-zero entries in any of the prior year expended fields.

- You have the option to *Include accounts which are no longer active*. The options are either Y or N. "Y" indicating inactive accounts should be included, "N" to exclude any inactive accounts.*
- **Bank codes** refer to a unique bank code number assigned in the ACTSCN program that allows you to select information by banking institution. If desired, enter the bank code. If left blank,
  all bank codes will be selected.

IABMNT Budget Screen 2 of 3

```
-------------------------------------------------------------------------------
------------
|
|
|              IABMNT - Initial Account Balance Maintenance - Budget Accounts
|
| -Wildcard budget account selection  - Fnd   Func    Obj   SCC   Subj    Opu
IL   Job    |
| Include or Exclude I     Wildcard     200                 9*
|
|                    X     Wildcard                  1*
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|
|
|  Press <next screen> for range account selection options
|
|
|
| Maintenance Setup            Press PF4 to Load the Maintenance Screen
2 of 3|
|  XX  Continue               XX  Cancel                 XX  Next Screen
|
|  XX  First Screen           XX  Reset
|
|  XX  Help                   XX  Save/Recall
|
|  XX  Exit                   XX  Prev Screen
|
-------------------------------------------------------------------------------
------------
```

Field Definitions

- Screen 2 of 3 offers the option to use wildcard selection by account code.
- Accounts may be selected by a single account code, a range of accounts, or by a group of accounts all in a single run of the program.
- You have the option to **Include or Exclude** accounts by entering either an I or an X on the account line. If an account is entered, a blank is the same as an I for inclusion (the default).

This works in the following way. The program processes the accounts by first looking for all inclusions. Then the program will process the accounts again looking for any exclusions to see if the account should be "deselected" from the included set. For example, screen 2 above illustrates a situation where you include the student activities fund
200 with 9xxx special cost centers, but then exclude from these accounts all of the receipts 1000 - 1999.

> There could be a potential problem if other sets of accounts were to be included.

Suppose you also wanted to include all accounts from the fund 006. Under the above set of exclusions, all of the 006 funds with receipt codes 1xxx, would also be excluded. If you wanted the exclusion of 1xxx receipts to apply only to the 200 funds, then the account selection screen would look like the following:

```
--------------------------------------------------------------------------------
------------
|
|
|              IABMNT - Initial Account Balance Maintenance - Budget Accounts
|
| -Wildcard budget account selection  - Fnd   Func    Obj   SCC   Subj    Opu
IL   Job    |
| Include or Exclude I     Wildcard     200                 9*
|
|                    X     Wildcard     200           1*    9*
|
|                    _     Wildcard     006
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|                    _     Wildcard
|
|
|
|  Press <next screen> for range account selection options
|
|
|
| Maintenance Setup            Press PF4 to Load the Maintenance Screen
2 of 3|
|  XX  Continue               XX  Cancel                 XX  Next Screen
|
|  XX  First Screen           XX  Reset
|
|  XX  Help                   XX  Save/Recall
|
|  XX  Exit                   XX  Prev Screen
|
--------------------------------------------------------------------------------
------------
```

- Up to 14 wildcard selections may be entered during a run.

- Please refer to the chapter in the USAS User Guide titled Using the USAS Report Programs for a complete explanation of wildcard usage.

Wildcard	Meaning
*	Represents multiple digits or alphabetic characters.
%	Represents a single digit or alphabetic character.
#	Represents a single digit.
@	Represents a single alphabetic character.

IABMNT Budget Screen 3 of 3

```
-------------------------------------------------------------------------------
------------
|
|
|               IABMNT - Initial Account Balance Maintenance  -  Budget Accounts
|
|  - Range budget account selection -   Fnd   Func   Obj   SCC    Subj    Opu
IL   Job    |
|    Include or Exclude  I       From   200                9000
|
|                                To     200                9999
|
|                        X       From   200          400   9000
|
|                                To     200          499   9999
|
|                        _       From
|
|                                To
|
|                        _       From
|
|                                To
|
|                        _       From
|
|                                To
|
|                        _       From
|
|                                To
|
|                        _       From
|
|                                To
|
|
|
|  Maintenance Setup         Press PF4 to Load the Maintenance Screen
3 of 3 |
|   XX  Continue               XX  Cancel                 XX  Next Screen
|
|   XX  First Screen           XX  Reset
|
|   XX  Help                   XX  Save/Recall
|
|   XX  Exit                   XX  Prev Screen
|
-------------------------------------------------------------------------------
------------
```

Field Definitions

- Screen 3 of 3 offers the option to use ranges of accounts selected by account code. Please refer to the chapter in the USAS User Guide titled Using the USAS Report Programs for a complete explanation of using ranges.
- You have the option to **Include or Exclude** accounts by entering either an I or an X on the "From" account line. If an account is entered, a blank is the same as an I for inclusion (the default). Screen 3 illustrates the situation where you want to include only

the 9xxx accounts for the student activity fund 200, and to exclude from these all of the accounts with receipts from 4000 to 4999.

- Up to 8 range selections may be entered during a run.
- The important thing to remember about ranges is that each dimension is evaluated independently of the other dimensions.

IABMNT Budget Maintenance Screen

After executing the IABMNT screens, you will be placed in the IABMNT maintenance program with the selected budget accounts listed by the sort options entered in the previous screens as displayed in the following sample screen:

```
--------------------------------------------------------------------------------
--------
| Find:  02 ___ ____ ___ ____ ______ ___ __ ___                        Initial
Budget    |
|        TI FND FUNC OBJ SPCC SUBJCT OPU IL JOB                          Amount:
|
|        02 006 3110 141 0000 000000 000 00 000
|
|  Salary - Lunchroom `Manager
______________    |
|
|
|        02 006 3110 144 0000 000000 000 00 000
|
|  Overtime - Lunchroom Manager
______________    |
|
|
|        02 006 3110 151 0000 000000 000 00 000
|
|  Sick Leave Benefits - LR Manager
______________    |
|
|
|        02 006 3110 152 0000 000000 000 00 000
|
|  Personal Leave Benefits - LR Manager
______________    |
|
|
|        02 006 3110 154 0000 000000 000 00 000
|
|  Holiday Pay - Head Cook
______________    |
|
|
|        02 006 3110 161 0000 000000 000 00 000
|
|  Calamity Day Benefits - LR Manager
______________    |
|
|
| Press the Modify key to begin entering Board Approved amounts
|
|
|
| IABMNT    Maintenance program
|
|   XX  Top              XX  Next          XX  Exit Lockmode       XX  Scroll
Down       |
|   XX  Help             XX  Find          XX  Disp Totals
|
|   XX  Exit             XX  Modify        XX  Scroll Up
|
|_____________________________________________________________________________
________|
```

At this point, if you want to update a specific budget account, you can locate it by using the Find feature. Enter the account in the Find field and press [Find]. The specified account will be loaded onto the screen. You can also scroll through the accounts by using the [Scroll Up Scroll Down] functions.

In order to start entering Board approved amounts for each budget account, you need to press the [Modify] key. You are automatically locked into the modify mode by the Lockmode feature allowing you to modify up to six accounts at a time. Default amounts are provided for each account. The defaults are calculated so that, if accepted, will not result in changes to the amounts on file. When you are finished entering the Board approved amounts, press [Modify] to accept the newly entered amounts for the six accounts currently being displayed. The program automatically displays the next six accounts to be modified. Pressing the [Scroll Up Scroll Down] functions will also automatically accept the new amounts before scrolling to the previous or next list of accounts when locked into the modify mode.

If you do not want to accept the newly entered amounts, press [Do not modify]. The program will not save any amounts to those accounts currently being displayed and will automatically scroll to the next six accounts. To exit out of the modify mode, press [Exit Modify] and it will return you to the main IABMNT maintenance screen. If you wish to turn Lockmode off, press [Exit Lockmode].

Selecting the [Disp Totals] function will display a pop-up report on your screen containing the totals of the amounts that have been entered. The report provides a grand total as well as subtotals with the subtotals based on the first sort option selected on the Setup screen. This report should be used in checking the total amounts that have just been entered through IABMNT.

Maintain Initial Revenue Amounts

After selecting revenue accounts, you are given options similar to the USARPT/REVWRK report. This allows the user to duplicate the exact sort and selection options that you chose in REVWRK.

```
-------------------------------------------------------------------------------
--------
|
|
|          IABMNT - Initial Account Balance Maintenance - Revenue Accounts
|
|
|
| - Account Sort and Selection Criteria -
|
|
|
|  Sort options
_____________________________________________    |
|
|
|  Exclude accounts with zero amounts? (A,C,N)         N
|
|
|
| Include accounts which are no longer active? (Y,N)  Y
|
|
|
|  Bank Codes                              ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
|
|                                          ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
|
|
|
|
|
| Press <next screen> for wildcard account selection options
|
|
|
|
|
| Maintenance Setup          Pres PF4 to Load the Maintenance Screen           1
of   3  |
|   XX  Continue            XX  Cancel              XX  Next Screen
|
|   XX  First Screen        XX  Reset
|
|   XX  Help                XX  Save/Recall
|
|   XX  Exit                XX  Prev Screen
|
|_____________________________________________________________________________
________|
```

Field Definitions

- In order to look at the possible **Sort options**, move the cursor to the sort option line and press the Help key. The following pop-up window appears. You may then enter the desired sort options, separated by commas.

```
-----------------------------Sort Items---------------------------
| AC - Entire Revenue Account       FS - Fund/Scc                 |
| FD - Fund                         RC - Receipt                  |
| R2 - Receipt Level; 2 sig digits  SC - Special Cost Center      |
| SU - Subject                      OU - Operational Unit         |
|                                                                 |
|  Enter the fields you wish to sort on. If you wish to sort on   |
|  more than one field, enter the fields separated by commas.     |
|                                                                 |
|                                                                 |
|                                                                 |
|        Accept            Cancel                                 |
-------------------------------------------------------------------
```

- The option to **Exclude accounts with zero amounts** is offered. Choices are A, C, or N.

Choosing A, causes accounts where all columns contain zeros to be excluded. This means that an account would be included if either any current year column does not have a zero entry, or any prior fiscal year expended field is not zero. Thus, accounts with non-zero prior year expended fields would be included.

Choosing C, causes accounts where all current year columns contain all zeros to be excluded regardless of whether or not the account has zero or non-zero entries in any of the prior year expended fields.

Choosing N, causes accounts for which the current year columns contain all zeros to be included regardless of whether or not the account has zero or non-zero entries in any of the prior year expended fields.

- You have the option to *Include accounts which are no longer active*. The options are either Y or N. "Y" indicating inactive accounts should be included, "N" to exclude any inactive accounts.
- **Bank codes** refer to a unique bank code number assigned in the ACTSCN program that allows you to select information by banking institution. If desired, enter the bank code. If left blank, all bank codes will be selected.

IABMNT Revenue Screen 2 of 3

```
--------------------------------------------------------------------------------
---------
|
|
|             IABMNT - Initial Account Balance Maintenance - Revenue Accounts
|
|  -Wildcard budget account selection  - Fnd  Rcpt  SCC   Subj   Opu
|
|   Include or Exclude I     Wildcard    200        9*
|
|                      X     Wildcard         1*
|
|                      _     Wildcard
|
|                      _     Wildcard
|
|                      _     Wildcard
|
|                      _     Wildcard
|
|                      _     Wildcard
|
|                      _     Wildcard
|
|                      _     Wildcard
|
|                      _     Wildcard
|
|                      _     Wildcard
|
|                      _     Wildcard
|
|                      _     Wildcard
|
|
|
|  Press <next screen> for range account selection options
|
|
|
| Maintenance Setup            Press PF4 to Load the Maintenance Screen
2 of 3|
|  XX  Continue               XX  Cancel                 XX  Next Screen
|
|  XX  First Screen           XX  Reset
|
|  XX  Help                   XX  Save/Recall
|
|  XX  Exit                   XX  Prev Screen
|
--------------------------------------------------------------------------------
---------
```

Field Definitions

- Screen 2 of 3 offers the option to use wildcard selection by account code.
- Accounts may be selected by a single account code, a range of accounts, or by a group of accounts all in a single run of the

program.
- You have the option to **Include or Exclude** accounts by entering either an I or an X on the account line. If an account is entered, a blank is the same as an I for inclusion (the default).

This works in the following way. The program processes the accounts by first looking for all inclusions. Then the program will process the accounts again looking for any exclusions to see if the account should be "deselected" from the included set. For example, screen 2 above illustrates a situation where you include the student activities fund 200 with 9xxx special cost centers, but then exclude from these accounts all of the receipts 1000 - 1999.

> There could be a potential problem if other sets of accounts were to be included.

Suppose you also wanted to include all accounts from the fund 006. Under the above set of exclusions, all of the 006 funds with receipt codes 1xxx, would also be excluded. If you wanted the exclusion of 1xxx receipts to apply only to the 200 funds, then the account selection screen would look like the following:

```
--------------------------------------------------------------------------------
---------
|
|
|             IABMNT - Initial Account Balance Maintenance - Revenue Accounts
|
|   -Wildcard budget account selection  - Fnd   Rcpt   SCC   Subj    Opu
|
|    Include or Exclude I     Wildcard    200          9*
|
|                       X     Wildcard    200   1*     9*
|
|                       I     Wildcard    006
|
|                       _     Wildcard
|
|                       _     Wildcard
|
|                       _     Wildcard
|
|                       _     Wildcard
|
|                       _     Wildcard
|
|                       _     Wildcard
|
|                       _     Wildcard
|
|                       _     Wildcard
|
|                       _     Wildcard
|
|                       _     Wildcard
|
|
|
|  Press <next screen> for range account selection options
|
|
|
| Maintenance Setup             Press PF4 to Load the Maintenance Screen
2 of 3  |
|  XX  Continue               XX  Cancel                 XX  Next Screen
|
|  XX  First Screen           XX  Reset
|
|  XX  Help                   XX  Save/Recall
|
|  XX  Exit                   XX  Prev Screen
|
--------------------------------------------------------------------------------
---------
```

- Up to 14 wildcard selections may be entered during a run.

- Please refer to the chapter in the USAS User Guide titled Using the USAS Report Programs for a complete explanation of wildcard usage.

Wildcard	Meaning
*	Represents multiple digits or alphabetic characters.
%	Represents a single digit or alphabetic character.
#	Represents a single digit.
@	Represents a single alphabetic character.

```
--------------------------------------------------------------------------------
---------
|
|
|           IABMNT  -  Initial Account Balance Maintenance - Revenue Accounts
|
|   - Range budget account selection - Fnd  Rcpt  SCC  Subj    Opu
|
|     Include or Exclude  I     From   200        9000
|
|                               To     200        9999
|
|                         X     From   200  4000  9000
|
|                               To     200  4999  9999
|
|                         _     From
|
|                               To
|
|                         _     From
|
|                               To
|
|                         _     From
|
|                               To
|
|                         _     From
|
|                               To
|
|                         _     From
|
|                               To
|
|                         _     From
|
|                               To
|
|
|
|  Maintenance Setup         Press PF4 to Load the Maintenance Screen          3
of 3    |
|   XX  Continue               XX  Cancel                 XX  Next Screen
|
|   XX  First Screen           XX  Reset
|
|   XX  Help                   XX  Save/Recall
|
|   XX  Exit                   XX  Prev Screen
|
--------------------------------------------------------------------------------
---------
```

Field Definitions

- Screen 3 of 3 offers the option to use ranges of accounts selected by account code. Please refer to the chapter in the USAS User Guide titled Using the USAS Report Programs for a complete explanation of using ranges.
- You have the option to **Include or Exclude** accounts by entering either an I or an X on the "From" account line. If an account is entered, a blank is the same as an I for inclusion (the default). Screen 3 illustrates the situation where you want to include only the 9xxx accounts for the student activity fund 200, and to exclude from these all of the accounts with receipts from 4000 to 4999.
- Up to 8 range selections may be entered during a run.
- The important thing to remember about ranges is that each dimension is evaluated independently of the other dimensions.

IABMNT Revenue Maintenance Screen

After executing the IABMNT screens, you will be placed in the IABMNT maintenance program with the selected revenue accounts listed by the sort options entered in the previous screens as displayed in the following sample screen:

```
--------------------------------------------------------------------------------
--------
| Find:  03 ___ ____ ____ ______ ___                                  Initial
Revenue   |
|        TI FND RCPT SPCC SUBJCT OPU
Estimate:      |
|        03 006 1410 0000 000000 000
|
|  Interest - Lunchroom Fund
_______________    |
|
|
|        03 006 1512 0000 000000 000
|
|  Student Type A Lunch Sales
_______________    |
|
|
|        03 006 1513 0000 000000 000
|
|  Student Ala Carte Sales
_______________    |
|
|
|        03 006 1514 0000 000000 000
|
|  Student Milk Sales
_______________    |
|
|
|        03 006 1522 0000 000000 000
|
|  Adult Type A Lunch Sales
_______________    |
|
|
|        03 006 1523 0000 000000 000
|
|  Adult Ala Carte Sales
_______________    |
|
|
| Press the Modify key to begin entering Board Approved amounts
|
|
|
| IABMNT    Maintenance program
|
|   XX  Top              XX  Next          XX  Exit Lockmode       XX  Scroll
Down       |
|   XX  Help             XX  Find          XX  Disp Totals
|
|   XX  Exit             XX  Modify        XX  Scroll Up
|
|_____________________________________________________________________________
________|
```

At this point, if you want to update a specific revenue account, you can locate it by using the Find feature. Enter the account in the Find field and press [Find]. The specified account will be loaded onto the screen. You can also scroll through the accounts by using the [Scroll Up Scroll Down] functions.

In order to start entering Board approved amounts for each revenue account, you need to press the [Modify] key. You are automatically locked into the modify mode by the Lockmode feature allowing you to modify up to six accounts at a time. Default amounts are provided for each account. The defaults are calculated so that, if accepted, will not result in changes to the amounts on file. When you are finished entering the Board approved amounts, press [Modify] to accept the newly entered amounts for the six accounts currently being displayed. The program automatically displays the next six accounts to be modified. Pressing the [Scroll Up Scroll Down] functions will also automatically accept the new amounts before scrolling to the previous or next list of accounts when locked into the modify mode.

If you do not want to accept the newly entered amounts, press [Do not modify]. The program will not save any amounts to those accounts currently being displayed and will automatically scroll to the next six accounts. To exit out of the modify mode, press [Exit Modify] and it will return you to the main IABMNT maintenance screen. If you wish to turn Lockmode off, press [Exit Lockmode].

Selecting the [Disp Totals] function will display a pop-up report on your screen containing the totals of the amounts that have been entered. The report provides a grand total as well as subtotals with the subtotals based on the first sort option selected on the Setup screen. This report should be used in checking the total amounts that have just been entered through IABMNT.

pabmnt

The PABMNT program allows you to maintain the FYTD expendable field for budget accounts or the FYTD receivable field for revenue accounts. Use this option if changing temporary to permanent balances whether the initial amounts were entered using NYPMASS, NYPMNT, IABMNT or IABMASS.

The PABMNT option does not affect the initial budget or initial revenue amount fields. Using this option will enter Board approved amounts directly into the FYTD expendable or receivable fields. Any adjustments (in the initial balances vs. permanent balances) will be automatically made to the additions or deductions fields.

PABMNT also has the option to allow you to mass change the GAAP Orig Budget/Orig Estimate fields on the account records to the current expendable/receivable amounts.

Maintain Permanent Budget Amounts

After selecting budget accounts, you are given options similar to the USARPT/BUDWRK report. This allows the user to duplicate the exact sort and selection options that you chose in BUDWRK.

The following formula is used to calculate the FTYD expendable figure. In this formula, the initial budget amount is given and is not changed.

```
Basic Formula:

FYTD Expendables = Initial Budget + FYTD Additions - FYTD Deductions
                   + Last FY Carryover Encumbrances
```

```
--------------------------------------------------------------------------------
--------
|
|
|               PABMNT - Permanent Account Balance Maintenance - Budget Accounts
|
|
|
|  How do you want the amounts calculated? (A, B)
|
|    A = The figure entered will be the Fiscal YTD Expendable amount
|
|    B = Add Last FY Carryover Encumbrances to the figure entered
|
|
|
|  Update the GAAP Original Budget amounts? (Y,N)       Y
|
|
```

```
|
| - Account Sort and Selection Criteria -
|
|
|
|  Sort options
_____________________________________________    |
|
|
|  Exclude accounts with zero amounts? (A,C,N)         N
|
|  Include accounts which are no longer active? (Y,N)  Y
|
|
|
|  Bank Codes                              ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
|
|                                          ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
|
|
|
|
|
| Press <next screen> for wildcard account selection options
|
|
|
|
|
| Maintenance Setup          Pres PF4 to Load the Maintenance Screen           1
of   3  |
|   XX  Continue            XX  Cancel              XX  Next Screen
|
|   XX  First Screen        XX  Reset
|
|   XX  Help                XX  Save/Recall
|
|   XX  Exit                XX  Prev Screen
|
|_____________________________________________________________________________
```

```
_________|
```

Field Definitions

- If an "A" is entered in the *How do you want the amounts calculated* field, you will need to enter the Board Approved Permanent Budget amount and this figure will be placed in the Fiscal
  Year-to-Date Expendable field. If a "B" is entered, you will need to enter the Board Approved Permanent Budget amount and the amount placed in the Fiscal Year-to-Date Expandable field will be the amount you entered plus the Last FY Carryover Encumbrances.

> Districts which do not allow encumbrances to be carried into the next fiscal year would choose option "A", while districts who do allow encumbrances to be carried forward would use option "B".

- The option to *Update the GAAP Original Budget amounts?* allows you to mass change the GAAP Orig Budget field to the expendable value for the selected accounts after PABMNT is completed.
- In order to look at the possible **Sort options**, move the cursor to the sort option line and press the Help key. The following pop-up window appears. You may then enter the desired sort options, separated by commas.

```
------------------------------Sort Items------------------------------
| AC - Entire Budget Account         AP - Appropriation Account       |
| FS - Fund/SCC                      FD - Fund                        |
| FC - Function                      F1 - Function Level: 1 sig digit |
| FL - Function Level: 2 sig digits  OB - Object                      |
| OL - Object Level: 1 sig digit     SC - Special Cost Center         |
| SU - Subject                       OU - Operational Unit            |
| IL - Instructional Level           J  - Job Assignment              |
|                                                                     |
|  Enter the fields you wish to sort on. If you wish to sort on more  |
|  than one field, enter the fields separated by commas.              |
|                                                                     |
|                                                                     |
|                                                                     |
|        Accept            Cancel                                     |
-----------------------------------------------------------------------
```

- The option to **Exclude accounts with zero amounts** is offered. Choices are A, C, or N.

Choosing A, causes accounts where all columns contain zeros to be excluded. This means that an account would be included if either any current year column does not have a zero entry, or any prior fiscal year expended field is not zero. Thus, accounts with non-zero prior year expended fields would be included.

Choosing C, causes accounts where all current year columns contain all zeros to be excluded regardless of whether or not the account has zero or non-zero entries in any of the prior year expended fields.

Choosing N, causes accounts for which the current year columns contain all zeros to be included regardless of whether or not the account has zero or non-zero entries in any of the prior year expended fields.

- You have the option to *Include accounts which are no longer active*. The options are either Y or N. "Y" indicating inactive accounts should be included, "N" to exclude any inactive accounts.
- **Bank codes** refer to a unique bank code number assigned in the ACTSCN program that allows you to select information by banking institution. If desired, enter the bank code. If left blank, all bank codes will be selected.

PABMNT Budget Screen 2 of 3

```
-------------------------------------------------------------------------------------
----
|
|
|             PABMNT - Permanent Account Balance Maintenance - Budget Accounts
|
| -Wildcard budget account selection  - Fnd  Func  Obj  SCC  Subj   Opu  IL  Job
|
|  Include or Exclude I     Wildcard    200             9*
|
|                     X     Wildcard         1*
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|
|
|  Press <next screen> for range account selection options
|
|
|
| Maintenance Setup         Press PF4 to Load the Maintenance Screen            2 of
3  |
|  XX  Continue               XX  Cancel                 XX  Next Screen
|
|  XX  First Screen           XX  Reset
|
|  XX  Help                   XX  Save/Recall
|
|  XX  Exit                   XX  Prev Screen
|
-------------------------------------------------------------------------------------
----
```

Field Definitions

- Screen 2 of 3 offers the option to use wildcard selection by account code.
- Accounts may be selected by a single account code, a range of accounts, or by a group of accounts all in a single run of the program.
- You have the option to **Include or Exclude** accounts by entering either an I or an X on the account line. If an account is entered, a blank is the same as an I for inclusion (the default).

This works in the following way. The program processes the accounts by first looking for all inclusions. Then the program will process the accounts again looking for any exclusions to see if the account should be "deselected" from the included set. For example, screen 2 above illustrates a situation where you include the student activities fund 200 with 9xxx special cost centers, but then exclude from these accounts all of the objects 100 - 199.

> There could be a potential problem if other sets of accounts were to be included.

Suppose you also wanted to include all accounts from the fund 006. Under the above set of exclusions, all of the 006 funds with object codes 1xx, would also be excluded. If you wanted the exclusion of 1xx objects to apply only to the 200 funds, then the account selection screen would look like the following:

```
-------------------------------------------------------------------------------------
----
|
|
|             PABMNT - Permanent Account Balance Maintenance - Budget Accounts
|
| -Wildcard budget account selection  - Fnd  Func  Obj  SCC  Subj   Opu  IL  Job
|
|  Include or Exclude I     Wildcard    200             9*
|
|                     X     Wildcard    200  1*         9*
|
|                     _     Wildcard    006
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|
|
|  Press <next screen> for range account selection options
|
|
|
| Maintenance Setup         Press PF4 to Load the Maintenance Screen            2 of
3  |
|  XX  Continue               XX  Cancel                 XX  Next Screen
|
|  XX  First Screen           XX  Reset
|
|  XX  Help                   XX  Save/Recall
|
|  XX  Exit                   XX  Prev Screen
|
-------------------------------------------------------------------------------------
----
```

- Up to 14 wildcard selections may be entered during a run.

- Please refer to the chapter in the USAS User Guide titled Using the USAS Report Programs for a complete explanation of wildcard usage.

Wildcard	Meaning
*	Represents multiple digits or alphabetic characters.
%	Represents a single digit or alphabetic character.
#	Represents a single digit.
@	Represents a single alphabetic character.

PABMNT Budget Screen 3 of 3

```
-------------------------------------------------------------------------------------
----
|
|
|            PABMNT - Permanent Account Balance Maintenance  -  Budget Accounts
|
|  - Range budget account selection - Fnd  Func  Obj  SCC   Subj   Opu  IL  Job
|
|    Include or Exclude  I     From   200             9000
|
|                              To     200             9999
|
|                        X     From   200        400  9000
|
|                              To     200        499  9999
|
|                        _     From
|
|                              To
|
|                        _     From
|
|                              To
|
|                        _     From
|
|                              To
|
|                        _     From
|
|                              To
|
|                        _     From
|
|                              To
|
|                        _     From
|
|                              To
|
|
|
|  Maintenance Setup              Press PF4 to Load the Maintenance Screen        3 of
3 |
|   XX  Continue               XX  Cancel                 XX  Next Screen
|
|   XX  First Screen           XX  Reset
|
|   XX  Help                   XX  Save/Recall
|
|   XX  Exit                   XX  Prev Screen
|
-------------------------------------------------------------------------------------
----
```

Field Definitions

- Screen 3 of 3 offers the option to use ranges of accounts selected by account code. Please refer to the chapter in the USAS User Guide titled Using the USAS Report Programs for a complete explanation of using ranges.
- You have the option to **Include or Exclude** accounts by entering either an I or an X on the "From" account line. If an account is entered, a blank is the same as an I for inclusion (the default). Screen 3 illustrates the situation where you want to include only the 9xxx accounts for the student activity fund 200, and to exclude from these all of the accounts with objects from 400 to 499.
- Up to 8 range selections may be entered during a run.
- The important thing to remember about ranges is that each dimension is evaluated independently of the other dimensions.

PABMNT Budget Maintenance Screen

After executing the PABMNT screens, you will be placed in the PABMNT maintenance program with the selected budget accounts listed by the sort options entered in the previous screens as displayed in the following sample screen:

```
-----------------------------------------------------------------------------------------
---
| Find:  02 ___ ____ ___ ____ ______ ___ __ ___                      Permanent Budget
|
|        TI FND FUNC OBJ SPCC SUBJCT OPU IL JOB                           Amount:
|
|        02 004 5100 610 0000 000000 000 00 000
|
|  Site Acquisition - Building Fund                                    _______________
|
|
|
|        02 004 5500 418 0000 000000 000 00 000
|
|  Architect Services - Building Fund                                  _______________
|
|
|
|        02 004 5500 419 0000 000000 000 00 000
|
|  Prof. & Technical Serv. - Building Fund                             _______________
|
|
|
|        02 004 5500 446 0000 000000 000 00 000
|
|  Advertising - Building Project                                      _______________
|
|
|
|        02 004 5500 620 0000 000000 000 00 000
|
|  Building Construction                                               _______________
|
|
|
|        02 004 5500 630 0000 000000 000 00 000
|
|  Site Improvement - Building Fund                                    _______________
|
|
|
| Press the Modify key to begin entering Board Approved amounts
|
|
|
| PABMNT    Maintenance program
|
|   XX  Top              XX  Next          XX  Exit Lockmode       XX  Scroll Down
|
|   XX  Help             XX  Find          XX  Disp Totals
|
|   XX  Exit             XX  Modify        XX  Scroll Up
|
|_____________________________________________________________________________________
___|
```

At this point, if you want to update a specific budget account, you can locate it by using the Find feature. Enter the account in the Find field and press [Find]. The specified account will be loaded onto the screen. You can also scroll through the accounts by using the [Scroll Up Scroll Down] functions.

In order to start entering Board approved amounts for each budget account, you need to press the [Modify] key. You are automatically locked into the modify mode by the Lockmode feature allowing you to modify up to six accounts at a time. Default amounts are provided for each account. The defaults are calculated so that, if accepted, will not result in changes to the amounts on file. When you are finished entering the Board approved amounts, press [Modify] to accept the newly entered amounts for the six accounts currently being displayed. The program automatically displays
the next six accounts to be modified. Pressing the [Scroll Up Scroll Down] functions will also automatically accept the new amounts before scrolling to the previous or next list of accounts when
locked into the modify mode.

If you do not want to accept the newly entered amounts, press [Do not modify]. The program will not save any amounts to those accounts currently being displayed and will automatically scroll to the next six accounts. To exit out of the modify mode, press [Exit Modify] and it will return you to the main PABMNT maintenance screen. If you wish to turn Lockmode off, press [Exit Lockmode].

Selecting the [Disp Totals] function will display a pop-up report on your screen containing the totals of the amounts that have been entered. The report provides a grand total as well as subtotals with the subtotals based on the first sort option selected on the Setup screen. This report should be used in checking the total amounts that have just been entered through PABMNT.

Maintain Permanent Revenue Amounts

After selecting revenue accounts, you are given options similar to the USARPT/REVWRK report. This allows the user to duplicate the exact sort and selection options that you chose in REVWRK.

The following formula is used to calculate the FTYD receivable figure. In this formula, the initial revenue amount is given and is not changed.

```
Basic Formula:

FYTD Receivables = Initial Revenue Estimate + FYTD Additions - FYTD Deductions
```

```
-----------------------------------------------------------------------------------
---
|           PABMNT - Permanent Account Balance Maintenance - Revenue Accounts
|
|
|
|  Update the GAAP Original Estimate amounts? (Y,N)     Y
|
|
|
| - Account Sort and Selection Criteria -
|
|
|
|  Sort options                          ____________________________________________
|
|
|
|  Exclude accounts with zero amounts? (A,C,N)         N
|
|
|
|  Include accounts which are no longer active? (Y,N)  Y
|
|
|
|  Bank Codes                            ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
|
|                                        ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
|
|
|
|
|
| Press <next screen> for wildcard account selection options
|
|
|
| Maintenance Setup          Pres PF4 to Load the Maintenance Screen           1 of
3  |
|   XX  Continue            XX  Cancel              XX  Next Screen
|
|   XX  First Screen        XX  Reset
|
|   XX  Help                XX  Save/Recall
|
|   XX  Exit                XX  Prev Screen
|
|_________________________________________________________________________________
___|
```

Field Definitions

- The option to **Update the GAAP Original Estimate amounts?** allows you to mass change the GAAP Orig Estimate field to the receivable value for the selected accounts after PABMNT is completed.
- In order to look at the possible **Sort options**, move the cursor to the sort option line and press the [Help] key. The following pop-up window appears. You may then enter the desired sort options, separated by commas.

```
-------------------------------Sort Items----------------------------
| AC - Entire Revenue Account        FS - Fund/Scc                  |
| FD - Fund                          RC - Receipt                   |
| R2 - Receipt Level: 2 sig digits   SC - Special Cost Center       |
| SU - Subject                       OU - Operational Unit          |
|                                                                   |
|  Enter the fields you wish to sort on. If you wish to sort on    |
|  more than one field, enter the fields separated by commas.      |
|                                                                   |
|                                                                   |
|                                                                   |
|        Accept            Cancel                                   |
-------------------------------------------------------------------
```

- The option to **Exclude accounts with zero amounts** is offered. Choices are A, C, or N.

Choosing A, causes accounts where all columns contain zeros to be excluded. This means that an account would be included if either any current year column does not
have a zero entry, or any prior fiscal year expended field is not zero. Thus, accounts with non-zero prior year expended fields would be included.

Choosing C, causes accounts where all current year columns contain all zeros to be excluded regardless of whether or not the account has zero or non-zero entries in any of the prior year expended fields.

Choosing N, causes accounts for which the current year columns contain all zeros to be included regardless of whether or not the account has zero or non-zero entries in any of the prior year
expended fields.

- You have the option to *Include accounts which are no longer active*. The options are either Y or N. "Y" indicating inactive accounts should be included, "N" to exclude any inactive accounts.
- **Bank codes** refer to a unique bank code number assigned in the ACTSCN program that allows you to select information by banking institution. If desired, enter the bank code. If left blank,
  all bank codes will be selected.

PABMNT Revenue Screen 2 of 3

```
-----------------------------------------------------------------------------------------
----
|
|
|             PABMNT - Permanent Account Balance Maintenance - Revenue Accounts
|
| -Wildcard budget account selection  - Fnd  Rcpt   SCC   Subj     Opu
|
|  Include or Exclude I     Wildcard    200         9*
|
|                     X     Wildcard         1*
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|
|
|  Press <next screen> for range account selection options
|
|
|
| Maintenance Setup         Press PF4 to Load the Maintenance Screen            2 of
3  |
|  XX  Continue               XX  Cancel                 XX  Next Screen
|
|  XX  First Screen           XX  Reset
|
|  XX  Help                   XX  Save/Recall
|
|  XX  Exit                   XX  Prev Screen
|
-----------------------------------------------------------------------------------------
----
```

Field Definitions

- Screen 2 of 3 offers the option to use wildcard selection by account code.

- Accounts may be selected by a single account code, a range of accounts, or by a group of accounts all in a single run of the program.
- You have the option to **Include or Exclude** accounts by entering either an I or an X on the account line. If an account is entered, a blank is the same as an I for inclusion (the default).

This works in the following way. The program processes the accounts by first looking for all inclusions. Then the program will process the accounts again looking for any exclusions to see if the account should be "deselected" from the included set. For example, screen 2 above illustrates a situation where you include the student activities fund 200 with 9xxx special cost centers, but then exclude from these accounts all of the receipts 1000 - 1999.

> There could be a potential problem if other sets of accounts were to be included.

Suppose you also wanted to include all accounts from the fund 006. Under the above set of exclusions, all of the 006 funds with receipt codes 1xxx, would also be excluded. If you wanted the exclusion of 1xxx receipts to apply only to the 200 funds, then the account selection screen would look like the following:

```
-----------------------------------------------------------------------------------------
----
|
|
|             PABMNT - Permanent Account Balance Maintenance - Revenue Accounts
|
| -Wildcard budget account selection  - Fnd  Rcpt   SCC   Subj     Opu
|
|  Include or Exclude I     Wildcard    200         9*
|
|                     X     Wildcard    200  1*     9*
|
|                     _     Wildcard    006
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|                     _     Wildcard
|
|
|
|  Press <next screen> for range account selection options
|
|
|
| Maintenance Setup         Press PF4 to Load the Maintenance Screen            2 of
3  |
|  XX  Continue               XX  Cancel                 XX  Next Screen
|
|  XX  First Screen           XX  Reset
|
|  XX  Help                   XX  Save/Recall
|
|  XX  Exit                   XX  Prev Screen
|
-----------------------------------------------------------------------------------------
----
```

- Up to 14 wildcard selections may be entered during a run.
- Please refer to the chapter in the USAS User Guide titled Using the USAS Report Programs for a complete explanation of wildcard usage.

Wildcard	Meaning
*	Represents multiple digits or alphabetic characters.
%	Represents a single digit or alphabetic character.
#	Represents a single digit.
@	Represents a single alphabetic character.

```
-------------------------------------------------------------------------------------
----
|
|
|            PABMNT - Permanent Account Balance Maintenance  -  Revenue Accounts
|
| - Range budget account selection -  Fnd  Rcpt   SCC    Subj      Opu
|
|   Include or Exclude   I     From   200         9000
|
|                              To     200         9999
|
|                        X     From   200  4000   9000
|
|                              To     200  4999   9999
|
|                        _     From
|
|                              To
|
|                        _     From
|
|                              To
|
|                        _     From
|
|                              To
|
|                        _     From
|
|                              To
|
|                        _     From
|
|                              To
|
|                        _     From
|
|                              To
|
|
|
|  Maintenance Setup              Press PF4 to Load the Maintenance Screen        3 of
3 |
|   XX  Continue               XX  Cancel                 XX  Next Screen
|
|   XX  First Screen           XX  Reset
|
|   XX  Help                   XX  Save/Recall
|
|   XX  Exit                   XX  Prev Screen
|
-------------------------------------------------------------------------------------
----
```

Field Definitions

- Screen 3 of 3 offers the option to use ranges of accounts selected by account code. Please refer to the chapter in the USAS User Guide titled Using the USAS Report Programs for a complete explanation of using ranges.
- You have the option to **Include or Exclude** accounts by entering either an I or an X on the "From" account line. If an account is entered, a blank is the same as an I for inclusion (the default). Screen 3 illustrates the situation where you want to include only the 9xxx accounts for the student activity fund 200, and to exclude from these all of the accounts with receipts from 4000 to 4999.
- Up to 8 range selections may be entered during a run.
- The important thing to remember about ranges is that each dimension is evaluated independently of the other dimensions.

PABMNT Revenue Maintenance Screen

After executing the PABMNT screens, you will be placed in the PABMNT maintenance program with the selected revenue accounts listed by the sort options entered in the previous screens as displayed in the following sample screen:

```
-----------------------------------------------------------------------------------------
---
| Find:  03 ___ ____ ____ ______ ___                                  Permanent Est.
|
|        TI FND RCPT SPCC SUBJCT OPU                                     Revenues:
|
|        03 004 1410 0000 000000 000
|
|  Interest - Building Fund                                           _______________
|
|
|
|        03 004 1820 0000 000000 000
|
|  Donations - Building Fund                                          _______________
|
|
|
|        03 004 1890 0000 000000 000
|
|  Other Income Bld. Fund - Rebate                                    _______________
|
|
|
|        03 004 1920 0000 000000 000
|
|  Sale of Bonds - Building Fund                                      _______________
|
|
|
|        03 004 1930 0000 000000 000
|
|  Sale of Assets - Building Fund                                     _______________
|
|
|
|
|
| Press the Modify key to begin entering Board Approved amounts
|
|
|
| PABMNT    Maintenance program
|
|   XX  Top              XX  Next          XX  Exit Lockmode       XX  Scroll Down
|
|   XX  Help             XX  Find          XX  Disp Totals
|
|   XX  Exit             XX  Modify        XX  Scroll Up
|
|_________________________________________________________________________________________
___|
```

At this point, if you want to update a specific revenue account, you can locate it by using the Find feature. Enter the account in the Find field and press [Find]. The specified account will be loaded onto the screen. You can also scroll through the accounts by using the [Scroll Up Scroll Down] functions.

In order to start entering Board approved amounts for each revenue account, you need to press the [Modify] key. You are automatically locked into the modify mode by the Lockmode feature allowing you to modify up to six accounts at a time. Default amounts are provided for each account. The defaults are calculated so that, if accepted, will not result in changes to the amounts on file. When you are finished entering the Board approved amounts, press [Modify] to accept the newly entered amounts for the six accounts currently being displayed. The program automatically displays
the next six accounts to be modified. Pressing the [Scroll Up Scroll Down] functions will also automatically accept the new amounts before scrolling to the previous or next list of accounts when
locked into the modify mode.

If you do not want to accept the newly entered amounts, press [Do not modify]. The program will not save any amounts to those accounts currently being displayed and will automatically scroll to the next six accounts. To exit out of the modify mode, press [Exit Modify] and it will return you to the main PABMNT maintenance screen. If you wish to turn Lockmode off, press [Exit Lockmode].

Selecting the [Disp Totals] function will display a pop-up report on your screen containing the totals of the amounts that have been entered. The report provides a grand total as well as subtotals with the subtotals based on the first sort option selected on the Setup screen. This report should be used in checking the total amounts that have just been entered through PABMNT.

iabload

The IABLOAD program allows you to load initial budget amounts or initial revenue estimate amounts from a CSV or TAB-delimited input file. You need to specify the input file and whether you want to do a test run or update the accounts. A report will be generated indicating any warnings and errors and the success or failure of the account updates.

When running IABLOAD, the GAAP Original Budget/GAAP Original Estimate fields will be automatically updated with the same amounts as the Initial Budget/Initial Estimate fields.

```
-----------------------------------------------------------------------------------------
----
|
|
|               IABLOAD - Load Initial Account Balances from CSV/TAB file
|
|
|
|  Processing Options:
|
|    Name of import file:                        IABLOAD.CSV
|
|    Format of import file:                      CSV
|
|    Update account file or report only (U/R)?   R
|
|
|
|  Report File Specifications:
|
|    Error report file                           IABLOAD.TXT
|
|    Print options page? (Y/N)                   Y
|
|
|
|
|
|
|
|
| Load Initial Account Balances                                                    1 of
1 |
|   XX  Execute             XX  Reset
|
|   XX  Help                XX  Save/Recall
|
|   XX  Exit
|
|   XX  Cancel
|
|_____________________________________________________________________________________
___|
```

Field Definitions

- Enter the name of the import file to be imported in the **Name of import file** field. The file name including extension must be provided (filename.ext).
- Enter the format of the file to be imported in the **Format of import file**field. The format choices are as follows:
  - **CSV - comma-separated values**
  - **TAB - tab-delimited format**
- The **Update account file or report only** option allows you to enter the code "U" to actually update the account file or "R" to generate the report but not update the account file.
- The default error report file name is IABLOAD.TXT. The text file name can be changed at the **Error report file** prompt.
- The **Print options page** prompt, if set to 'Y' (yes), will cause a listing to print at the beginning of the IABLOAD.TXT file showing which options were selected during the program run.

IABLOAD Import File Specifications

The CSV or TAB-delimited file being read by the IABLOAD program can include the fields in any order. The first row of the spreadsheet or file must contain the Required Column Descriptions listed below. The remaining rows will contain the data values to be loaded. Extra columns on the import file without the required criteria will be ignored and will not be updated.

IABLOAD .CSV or TAB delimited field requirements

The following table outlines the field requirements for the IABLOAD import file. Each table includes a description, the maximum size, the required column description, possible values, and the field format. In the column labeled "Max Size" the fields defined are represented as either alphabetic or numeric. All alphabetic fields are defined as 'X'. All numeric fields are defined as '9'. Numeric fields with an 'S' preceding the '9' indicate this field can hold a positive value or a negative value. Numeric fields containing a value which allows decimal places, contain a '.' in the "Max Size" column. All numeric values with a decimal point, must include the decimal point in the CSV or TAB file. For example, a value for 2 dollars and 10 cents, must be in the spreadsheet as 2.10. All account codes must be valid account codes. All account code dimensions will be padded with zeroes, if necessary. (i.e. If the FUND is "1", it will be changed to "001").

Description	Max. Size	Req. Column Desc.	Possible Values	Format
Transaction Indicator	X(2)	TI	Must equal "02" for budgets and "03" for revenues	
Fund Number	X(3)	FUND		
Function Code	X(4)	FUNCTION		
Object Code	X(3)	OBJECT		
Special Cost Center	X(4)	SCC		
Subject Code	X(6)	SUBJECT		
Operational Unit	X(3)	OPU		
Instructional Level	X(2)	IL		
Job Code	X(3)	JOB		
Receipt Number	X(4)	RECEIPT		
Account Description	X(30)	DESCRIPTION	Only updated when adding new accounts	
Initial Budget	S9(9)V9(2)	INITIAL_BUDGET		
Initial Revenue Estimate	S9(9)V9(2)	INITIAL_ESTIMATE		

EXPWRK Programs

The CSV spreadsheet files generated from the BUDWRK or REVWRK programs are compatible with the IABLOAD program. The first row of the spreadsheet automatically includes the required column descriptions (with the exception of the INITIAL_BUDGET and INITIAL_ESTIMATE columns). For the column the initial budget or initial revenue figures are being entered into, the column heading will need to be changed to the required column description (INITIAL_BUDGET or INITIAL_ESTIMATE). Once the amounts are entered in the spreadsheet, the CSV file can then be loaded into the IABLOAD program.

New Accounts

If new accounts are included on the spreadsheet that currently do not exist on the system, a message will be included on the projection report that the new accounts will be created when posting the spreadsheet through IABLOAD.

gaapset

The GAAPSET option provides the ability to mass change the GAAP Original Budget/Original Estimate fields on the account records to the current expendable/receivable amounts.

The GAAP Original fields on the budget and revenue accounts serve as a means for tracking changes in the appropriations throughout a fiscal year per GASB 34 accounting standards. The GAAP Original fields are to reflect the first appropriation covering the entire fiscal year for each fund. Once this initial appropriation is set, the value in this field becomes a benchmark for appropriation changes that may occur during the course of the year. The changes in appropriations throughout the year are then tracked by comparing the actual expendable and receivable fields on the accounts to the amounts recorded in the GAAP Original Budget and Revenue fields. These fields are automatically updated in several ways if entering appropriations through the APPROP options, either as Next Year Proposed amounts or as Initial Account Balances. GAAPSET would be most useful if appropriations are manually entered through USASCN/ACTSCN. Once the first appropriations covering the entire fiscal year are entered through ACTSCN, GAAPSET can be run to update the GAAP Original fields accordingly.

GAAPSET provides the option of selecting specific accounts by use of wildcards or a range of accounts.

```
-----------------------------------------------------------------------------
 |      GAAPSET - Mass Update GAAP Original Budget/Estimate Amounts        |
 |                                                                         |
 |     Wild/       Fnd SCC                Wild/       Fnd SCC              |
 |     Range                              Range                            |
 |        R  From: 572 0000                  _  From: ___ ____             |
 |           To:   573 9999                     To:   ___ ____             |
 |                                                                         |
 |        W  From: 300 *                     _  From: ___ ____             |
 |           To:   ___ ____                     To:   ___ ____             |
 |                                                                         |
 |        _  From: ___ ____                  _  From: ___ ____             |
 |           To:   ___ ____                     To:   ___ ____             |
 |                                                                         |
 |        _  From: ___ ____                  _  From: ___ ____             |
 |           To:   ___ ____                     To:   ___ ____             |
 |                                                                         |
 |        _  From: ___ ____                  _  From: ___ ____             |
 |           To:   ___ ____                     To:   ___ ____             |
 |                                                                         |
 | Mass Update GAAP Original Budget/Estimate Amounts         1 of  1       |
 |  XXX Execute         XXX Reset                                          |
 |  XX  Help            XX  Save/Recall                                    |
 |  XX  Exit                                                               |
 |  XX  Cancel                                                             |
 |_________________________________________________________________________|
```

Field Definitions

- The **Wild/Range** field accepts the value "W" when using a wild card or "R" when entering a range of accounts. For the wildcard option only the "From" field is used. For a range of accounts both the "From" and "To" fields are used, but no wildcards may be entered.
- You are to enter values for the **Fnd and SCC**. Mass changes are made for all accounts associated with a selected fund.