

FRPT – REPORT REQUEST

- FB10 requests are budget account reports that reflect Original budget, adjusted budget, actuals, encumbered and balance of the account.
- FB11 requests are similar to the FB10 but give the requestor greater “detail” of account activity. It displays activity by the type of transaction/journal entry/vendor payments, etc.. This report must be ordered by **Fiscal** or **Monthly** basis as opposed to **DET/SUM**.
- PL05 requests are detailed **budget development** reports of salary and fringe benefit expenses plus FTE’s based on the budget line item file (which is created from personnel and position control). This report is key to the district during the budget development process for salaries and benefits.
- FB72 requests are **budget development** reports which may be used in conjunction with the PL01 process offered on the SCHD transaction screen. This report displays the current year budget and unaudited actual information. It also displays the subsequent fiscal year budget as processed from the PL01, BBAD and BBUD transactions. An additional column with dashes is offered for increasing/decreasing the “work in progress” line item file. Remember when increasing/decreasing via the BBAD or BBUD transactions you **MUST** use an authorization number of 50000 or higher.
- FB74 requests are reports that reflect **history** of accounts on the budget file for two previous years plus the current year operating budget.
- FB76 report requests are ideal to use during the budget development of **interim** periods. It reflects the prior year activity plus current year original budget. The last column is for anticipating increase/decrease via the BATT or BATI transaction to the original budget.
- FB86 report requests are used to inform managers/board members/department heads. It reflects prior year budget and actuals information along with the current year original budget.

FRPT - REPORT REQUEST

To access, type: FRPT=MENU, enter

The following screen displays report requests that are on file. To go to the next page hit the enter key.

- To view the NEXT run date while in the MENU mode screen select the function key F8. To view the LAST run date while in the MENU mode screen select the function key F9.
- To print an existing report tab to the report name and hit the enter key. Type a date in the RUN DATE field and hit enter to update.
- To create a new report type on the call line FB10 + 2 characters.
Example: FRPT=FB1001, then hit enter key
- To copy a report, tab to the existing report and hit the enter key. Go to the ACTION field and type in the new name of the report and hit the enter key. Change any fields and update by hitting the enter key.

vse_esak12 - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

FRPT=MENU CURRENT BUDGET CRITERIA REPORTS MZU 08-28-2002

** DEPRESS ENTER FOR MORE RECORDS **

PROGRAM DESCRIPTION	REQUESTOR	FYR	RUN DATE	CY	D/S	TYP
FB10-AE ADULT PROGRAMS-EXPENDITURE	MARSHALL BURGAM	C	07-31-2002			DET EXP
FB10-AR ADULT PROGRAMS-REVENUE	MARSHALL BURGAM	C	07-31-2002	ME		DET REV
FB10-BB BUDGET SUMMARY FUND/RES DL	KELVIN LAW	C	05-17-2002			SUM R/E
FB10-BD BUDGET DETAILS FUND/DUO	KELVIN LAW	C	12-28-2001			DET R/E
FB10-BG EXP AND REV BY FUND BUDGET	KELVIN LAW	C	03-29-2002			DET R/E
FB10-B0 BUILDING & DEVELOPER FUND	DIRECTOR FISCAL	P	07-25-2002			DET R/E
FB10-BR BUDGET SUMMARY FUND/RES	KELVIN LAW	C	05-17-2002			SUM R/E
FB10-BS BUDGET SUMMARY FUND/OBJECT	KELVIN LAW	C	02-19-2002			SUM R/E
FB10-BU BGT SUMMARY UNREST OBJ/DUO	KELVIN LAW	C	10-09-2001			SUM R/E
FB10-CF CAFETERIA REPORT	JOELLE PERRY	C	07-31-2002	ME		DET R/E
FB10-DL RESOURCE - REVENUE DOWNLOAD	RICHARD ODEGAAR	C	04-08-2002			DET REV
FB10-DR BUDGET DETAILS FUND/RESOURCE	KELVIN LAW	C	02-25-2002			DET R/E
FB10-FP CF'S FEDERAL PROGRAMS	CHUCK FERREIRA	C	07-31-2002	ME		DET EXP
FB10-JD BUDGET J200 REPORT DOWNLD	KELVIN LAW	C	03-01-2002			DET R/E
FB10-JR BUDGET J200 SUMMARY RESTRICTED	KELVIN LAW	C	07-31-2002	ME		SUM R/E
FB10-JS BUDGET J200 SUMMARY	KELVIN LAW	C	07-31-2002	ME		SUM R/E
FB10-JU BUDGET J200 SUMMARY UNREST	KELVIN LAW	C	07-31-2002	ME		SUM R/E
FB10-J2 BUDGET J200 RESOURCE	KELVIN LAW	P	08-27-2002	ME		SUM R/E
FB10-OP CF'S OTHER PROGRAMS	CHUCK FERREIRA	C	07-31-2002	ME		DET EXP

PF8 - DISPLAY "NEXT RUN DATE" PF9 - DISPLAY "LAST RUN DATE"

Ready Running [API] [INFIELD] [CVR] [CAP] [NUM] [W] [1,2] [11:44:53 AM]

Start [vse_esak12 - RUMBA] [Inbox - Microsoft Outlook] [Document1 - Microsoft ...] [11:44 AM]

FRPT – REPORT REQUEST

Example of new report: Type FRPT=FB1001, enter

Highlight of FB1001 Example

Cycle field with an “ME”: Will run each month at month end.

Control Specifications: Report to total and page break at the end of each fund.

Report to total after each resource.

Report to have total within each fund/resource combination by the first digit in the object.

Include/Exclude Group

Specifications: Report to include only resources 7260 (T) through 7265.

FRPT=FB1001 BUDGET REPORT CRITERIA MZU 09-25-2002

UPDATE COMPLETED

DESCRIPTION SCHOOL IMPROVEMENT PROGRAM FISCAL YEAR C (P,C,S)

REQUESTED BY: LISA ERWIN DISTRICT: PRT AT DIST/DNLD ? N (Y,N,D)

RUN DATE 00000000 ACTION DET/SUM - FB11 = F/M D (DS-FM)

LAST RUN DATE 09252002 CYCLE ME PRINT ZERO AMOUNTS ? N (Y,N)

NUMBER OF COPIES RETAIN? Y (Y,N) LEDGER TYPE B (R,E,B)

----- CONTROL SPECIFICATIONS -----

SEQ	FUND	RESC	OBJ-1
TOTALS	T	T	T
BREAKS	B		

----- INCLUDE/EXCLUDE GROUP SPECIFICATIONS -----

RESC	I	T	7260	T	7265
RESC					
GOAL					
FUNC					
OBJCT					
OBJ-2					
OBJ-1					
SCH					
PRJYR					
DUO					

PF12 - GO TO "ENTER NEXT TRANS" SCREEN PF9 - GO TO MENU

Description: Enter a report name that has a relationship to what is being requested.

Fiscal Year: Options are Prior, Current or Subsequent.

Requested by: Self explanatory

District: Leave blank, this is a field set up for COE/DBS use.

FRPT – REPORT REQUEST

Print at Dist/DNLD:	Options are “Yes, No, or Download.
Run Date:	Self explanatory
Action:	Used to delete a report or as a copy function of an existing report. Type DELETE or when using as a copy function type the new report name.
Det/Sum – FB11 = F/M:	Options are Detail, Summary for FB10, 70 or 80 reports or Fiscal or Monthly for FB11 reports.
Last Run Date:	Self explanatory
Cycle:	2 character code to automatically cycle/print report. A list of cycles is provided in this manual.
Print Zero Amounts:	If Yes will print accounts with zero balances. If No, will not include accounts that have zero balances.
Number of Copies:	Self explanatory
Retain:	Yes to retain report for future use or No to delete report after printing.
Ledger Type:	Revenue, Expenses or Both.
Control Specifications:	Which field in the account code structure you want the report to Total or Break? “T” for total – “B” for page break
Include/Exclude Group Specifications:	<p>This area allows the user to specify exactly what account information you would like on the report. You can state a specific fund, resource, goal, function or any other part of the account code structure.</p> <ul style="list-style-type: none">• To Include type an “T” next to the field you are selecting and then specify.• To Exclude type in an “E” next to the field you are selecting and then specify.• If there is a “to” and “from” range use “T” as shown in this example of resource 7260 (T)hrough 7265.