

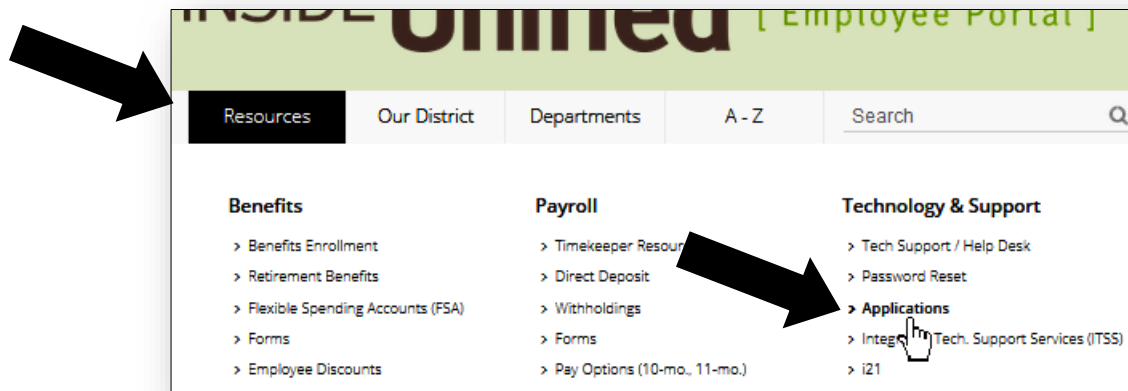
Finding My Budget Status Report

Your site's Budget Status Report is run for you by the school district, and posted for you online. This Job Aid shows how to locate the report.

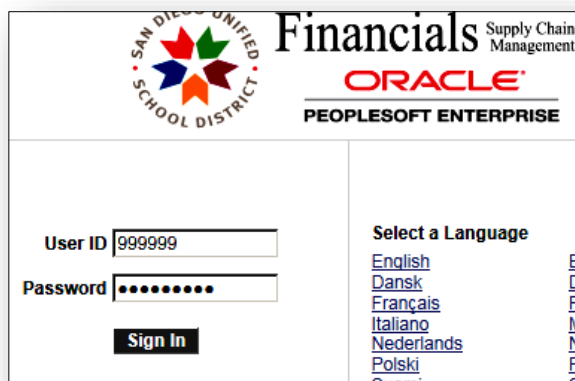
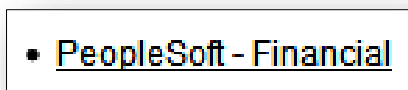
1. First, launch Microsoft Internet Explorer version 9 or lower (*do not use version 10, and do not use Firefox or other browsers*) and go to **www.sandi.net**. Then click the green Staff tab, and sign into the Employee Portal.



2. Hover over **Resources**, and on the right side under Technology & Support, click **Applications**:



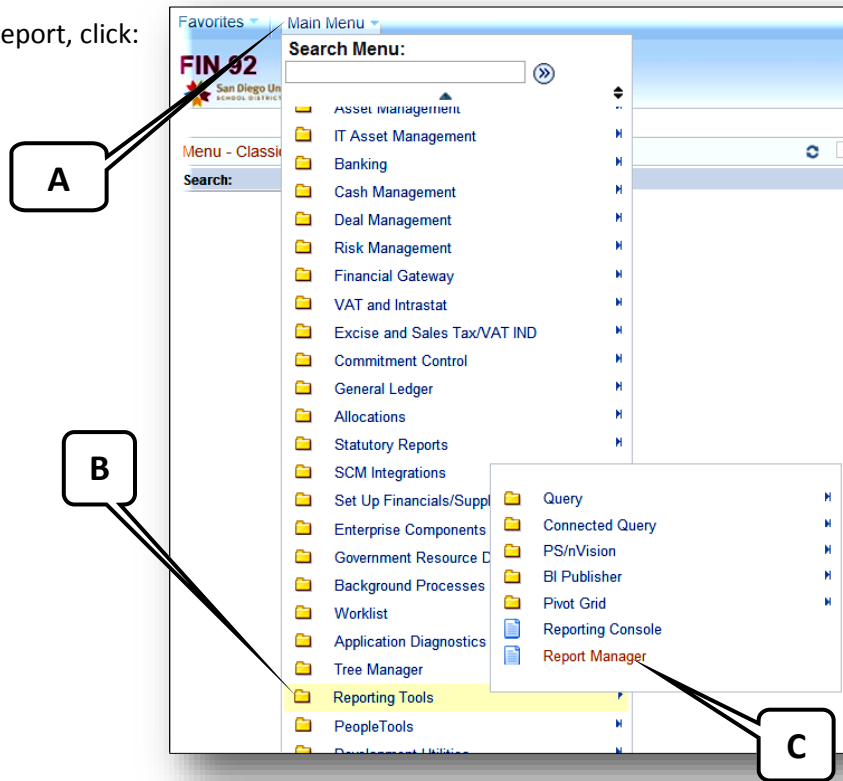
3. Click **PeopleSoft - Financial** on the list of applications, and sign in with your User (Employee) ID.



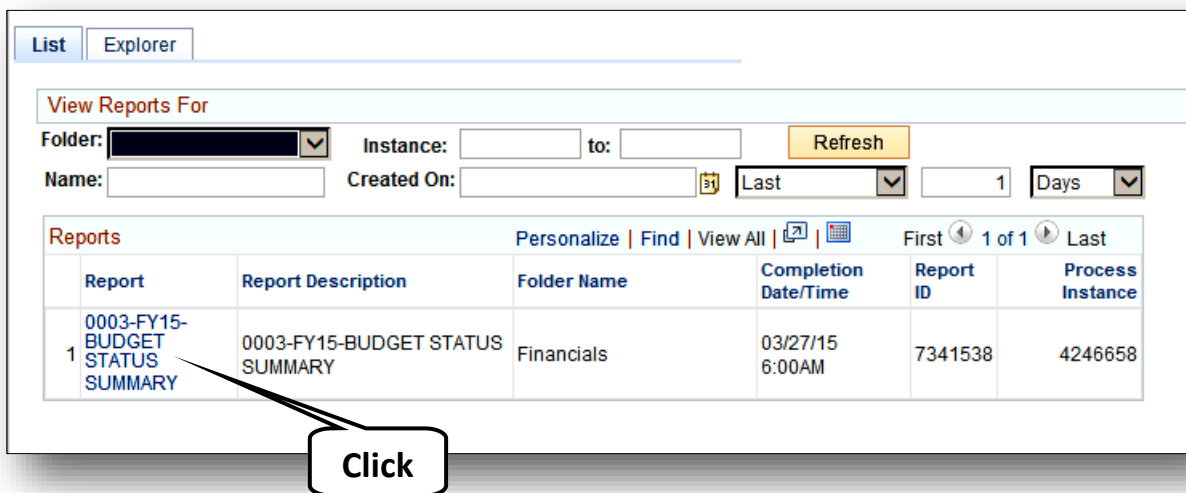
Finding My Budget Status Report

4. To access the **Budget Status** report, click:

- A. Main Menu
- B. Reporting Tools
- C. Report Manager



5. Then on the left side, click the blue link: **BUDGET STATUS SUMMARY**.



Finding My Budget Status Report

6. On the next page you see, click the similar blue link with the .xls file extension. This will open the report results in an Excel worksheet:

The screenshot shows a report interface with the following details:

- Report ID:** 7341538
- Process Instance:** 4246658
- Name:** RPTBOOK
- Process Type:** nVision-ReportBook
- Run Status:** Success
- 0003-FY15-BUDGET STATUS SUMMARY**
- Distribution Details:** Distribution Node: PSREPORTS, Expiration Date: 04/03/2015
- File List:**

Name	File Size (bytes)	Datetime Created
0003-FY15-BUDGET STATUS SUMMARY.xls	39,936	03/27/2015 6:00:48.000000AM PDT
- Distribute To:**

Distribution ID Type	*Distribution ID
User	134146
User	134442
Role	SD_F_BUDGET_REPORTS
Role	SD_F_DEPT_0003
Role	SD_F_GL_BUD_ANALYST

A callout box with the text "Click" points to the blue link in the File List table.

7. Click to open or save the report. (Please look at the other side of this Job Aid page to view a picture of an example report.)

The screenshot shows a Windows Internet Explorer file dialog box with the following content:

- Windows Internet Explorer
- What do you want to do with 0003-FY15-BUDGET STATUS SUMMARY.xls?
- From: dwatraining.sandi.net
- Buttons: Open, Save, Save as
- Message: The file won't be saved automatically.

Finding My Budget Status Report

8. Below is an example Budget Status Report. Notice that along the left edge of the report, there are small minus sign buttons. These indicate that the report is fully expanded to view all details. You can click a minus button to collapse parts of the report, to see an abbreviated view. You can also save this report as a file on your computer.

DEPARTMENT RESOURCE BUDGET STATUS SUMMARY							
DEPARTMENT 0003 - Adams Elementary							
FOR BUDGET PERIOD 2015							
As of 03/21/2015							
RESOURCE	DESCRIPTION	ORIGINAL	BUDGET TRANSFERS	ADJUSTED	EXPENDITURES	PRE-ENCUMBRANCES -4 ENCUMBRANCES	CURRENT BALANCES
All Resources							
13 00000	Discretionary Alloc	30,504.00	14,000,000.00	14,030,504.00	5,742.30	11,238.81	14,013,522.89
14 00008	Mandated Cost Reimbursement	0.00	2,171.00	2,171.00	0.00	0.00	2,171.00
15 06100	Civic Center Net Income	0.00	0.00	0.00	7,718.23	36.95	(7,755.18)
16 08000	Unrestricted: Contributed	0.00	3,430.00	3,430.00	0.00	0.00	3,430.00
17 09800	LCFF Intervention Support	95,657.00	0.00	95,657.00	23,454.84	31,200.71	41,001.45
18 09805	LCFF Intervention Support Adm	0.00	0.00	0.00	0.00	16,653.79	(16,653.79)
19 30100	Title I Basic Program	70,006.00	0.00	70,006.00	25,704.11	0.00	44,301.89
20 30103	Title I Parent Involvement	1,244.00	0.00	1,244.00	344.30	0.00	899.70
21 30106	Title I Supplmnt Prog Imprmnt	6,216.00	0.00	6,216.00	7,017.56	498.89	(1,300.45)
22 65000	Special Education NonPersonnel	800.00	0.00	800.00	571.58	0.00	228.42
23 70900	EIA-SCE	0.00	0.00	0.00	1,625.69	(367.90)	(1,257.79)
24 74052	CC Prof Learn: PLC/Tchr Collab	0.00	23,380.00	23,380.00	3,745.19	0.00	19,634.81
Total Resources Site Controlled		204,427.00	14,028,981.00	14,233,408.00	75,923.80	59,261.25	14,098,222.95
26 00010	Position Allocation	1,615,365.00	0.00	1,615,365.00	395,850.84	1,170,299.45	49,214.71
27 00011	Visiting Teachers	12,955.00	0.00	12,955.00	2,237.65	0.00	10,717.35
28 00016	Prep Time Teachers	72,867.00	0.00	72,867.00	10,783.72	49,452.66	12,630.62
29 00018	District Allocation	0.00	0.00	0.00	14,932.19	34,639.91	(49,572.10)
30 00030	Custodial Personnel	136,250.00	0.00	136,250.00	43,340.07	96,604.88	(3,694.95)
31 00031	Custodial Supplies	5,410.00	0.00	5,410.00	2,487.60	0.07	2,922.33
32 05100	Rentals / Civic Center	0.00	1,764.00	1,764.00	2,514.50	0.00	(750.50)
33 33100	IDEA Part B Local Entitlement	68,720.00	0.00	68,720.00	13,379.23	55,243.03	97.74
34 42030	Title III LEP	26,465.00	0.00	26,465.00	9,246.12	0.00	17,218.88
35 53100	Child Nutrition: School Progra	22,418.00	0.00	22,418.00	6,896.36	15,790.55	(268.91)
36 60101	After School Education Safety	150,851.00	12,686.00	163,537.00	35,350.99	137,016.94	(8,830.93)
37 60102	ASES-Primetime-Site Tutoring	8,832.00	(1.00)	8,831.00	0.00	0.00	8,831.00
38 61051	Child Dev CA SPS Pro CSPP	121,532.00	1,080.00	122,612.00	33,943.36	96,362.88	(7,694.24)
39 65003	Special Education Personnel	597,957.00	0.00	597,957.00	162,519.71	402,137.66	33,299.63
40 65007	Special Ed A	207,542.00	0.00	207,542.00	41,476.25	124,995.85	41,069.90
Total Resources NDT Site Control		3,047,164.00	15,529.00	3,062,693.00	774,958.59	2,182,543.88	105,190.53
Total All Resources		3,251,591.00	14,044,510.00	17,296,101.00	850,882.39	2,241,805.13	14,203,413.48

Peoplesoft Financials