BUDREC
Enter the Fiscal Year or
<> to end.
92
Enter the Account Number.
<ALL> or <> to end.
ALL
Enter the Object Class,
<ALL> or <> to end
ALL

BUDREC

The Budget Reconciliation Report (BUDREC) breaks down the financial plans you entered by object class per account number.

To order the BUDREC report, type BUDREC at the cursor on your main menu and enter your responses to the prompts appearing in the example screen to the left. Notice, in the example, if you do not know the account number and/or the object class, you can enter ALL to get a display of all account numbers and all object classes.

This report displays the document number, posted and approved dates and amounts entered for each plan.

BUDGET RECONCILIATION REPORT
FRI, NOV 15, 1991, 11:38 AM

ACCOUNT NUMBER: 2XXXXXXXXX
ACCOUNT TITLE: Outback

Object Class 11

Document Number	Posted Date	Approved Date	Amount
FP2XXXXX	11/08/91		55,555.55
FP2YYYYY	11/07/91	11/09/91	4,000.00

Object Class 12

Document Number	Posted Date	Approved Date	Amount
FP2XXXXX	11/08/91		3,500.00
FP2YYYYY	11/07/91	11/09/91	100.00

TOTAL APPROVED FINANCIAL PLANS: 4,100.00
TOTAL POSTED FINANCIAL PLANS: 63,155.00

A financial plan that does not have an approval date indicates that the document has not been approved by the assigned budget analyst. Approved and posted financial plan totals are given for each account number.

If you want a paper copy of this report, follow the directions on your screen when they ask you if you want a printed copy. Be sure to press the [F3] key to stop printing or all of your entries will continue to print.

FPSTATUS

Enter the Document Number, <ALL> or <//> to end.

ALL

Enter Beginning Date (MMDDYY) or // to end.

110191

Enter Ending Date (MMDDYY) or // to end.

111591

FPSTATUS

The Financial Plan Status Report (FPSTATUS) provides the Budget Control Office with an outline displaying the status of submitted financial plans.

After entering the FPSTATUS option, the system will prompt you for the parameters of the report you wish to create.

Notice the system will first ask you for your document number. If you do not know the number or want more than one document, just ask for ALL and give the system the date parameters for the report. (See the example screen to the left.)

The report identifies the status of the plan by document number, account number and posted date. The status column will display one of several messages:

Pending Approval:	No action has been taken by the budget analyst.
Approved:	The document has been approved by the budget analyst.
Disapproved:	The financial plan was disapproved and the reason is indicated.
Suspense:	The plan has been entered by the Budget Control Office but not posted yet.
Cancel:	The document was canceled by the Budget Control Office.

FINANCIAL PLAN STATUS REPORT

FRI, NOV 15, 1991, 11:40 AM

Document Number	Account Number	Posted Date	Status
FP2XXXXX	2183110000	11/08/91	PENDING APPROVAL
FP2YYYYY	2183110000	11/08/91	APPROVED
FP2ZZZZZ	2183110000	11/08/91	DISAPPROVED
Reason disapproved: Equipment excessive. Call a Budget Analyst.			
FP2AAAAA	2183110000	11/12/91	PENDING APPROVAL
FP2BBBBB	2183110000	11/12/91	SUSPENSE

This item is not posted. The date refers to the last activity date

If you want a paper copy of this report, follow the directions on your screen when they ask you if you want a printed copy. Be sure to press the [F3] key to stop printing or all of your entries will continue to print.

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ABACIS OPERATIONS MANUAL

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