

BUDGET MANUAL

Guide for Budget Information



**Budget Services
Duval County Public Schools
Jacksonville, Florida
(904)390-2097**

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TABLE OF CONTENTS

District Budget Process	1
Adoption of District Budget	1
School Budgets	1
SAP HELPFUL HINTS: GETTING STARTED IN SAP	
Inserting a Transaction in SAP	2
Viewing Your Budget in SAP	3
Budget Drill-Down Report in SAP	4-5
Budget Transfers	6
Budget Transfers - Create	6
Budget Transfers - Header Data Tab	7
Budget Transfers - Additional Data*	7
Budget Transfers - Inputting a BT	7-8
Budget Transfers - Display	9
Budget Transfer - Change	9
Budget Transfers - Create by Reference	10
Budget Transfers - Undo	11
Looking at Your Organizational Structure in SAP	12-13
Viewing Basic HR Data	14
Position Change Forms (PCF)	15
Position Change Forms - Create	15-17
Position Change Forms - Change	17
Position Change Forms - Delete	17
Position Change Forms - Display/Check Status	17-19
TRUBLESHOOTING/TIPS	
Budget Transfers - Additional Data	20
Budget Transfers - Some Common Error Messages	20-21
Position Change Forms - Some Common Error Messages	22
SAP Transactions Discussed in the Budget Manual	22
Toggle between Screens	22
Screen Print	23
Functional Area/Commitment Items	24
Budget Contacts by School	25
Budget Directory	26

DISTRICT BUDGET PROCESS

Fiscal Years for the Duval County Public Schools are July 1st through June 30th and referred to as FY 09/10, FY 08/09, etc. The budget process for the next fiscal year is started early in the current fiscal year. Beginning in September, Budget committees are formed and begin to meet about changes necessary to meet the needs of the schools, departments, and the district for the upcoming year. These committees continue to meet for the next three months, finalizing information before schools and divisions receive their final budget packets to begin their process.

In January of that same fiscal year, schools begin their budget process by meeting with Shared Decision Making Committees, SAC committees, and staff to set out the needs of the individual school. Each school will have different needs and abilities to meet those needs. Funding for schools is based on the student population and the types of students attending the school, or Weighted Full Time Equivalent (WFTE) Students. Schools complete their budget on the Budget Prep System (BPS) by the number and type of staff needed, comparability requirements, SACS requirements, Board directives, Legislative mandates and the needs of the individual school (See Budget Guidelines for additional information).

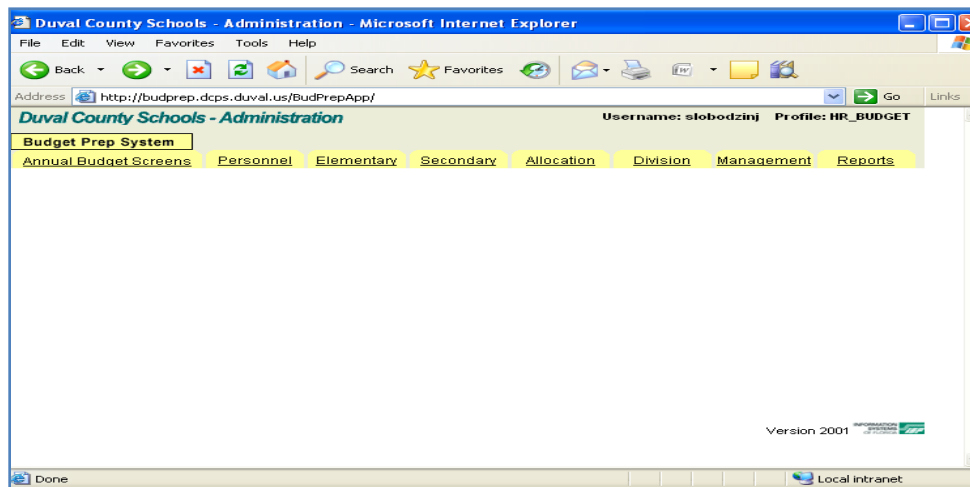
All approved budgets are submitted to the School Board for final approval and a public hearing is held. These budgets are then adopted for the new fiscal year beginning July 1st.

ADOPTION OF DISTRICT BUDGET

The Budget as approved will be loaded into the district's financial software system (SAP). Within SAP, you may view your budget and perform any necessary transactions. Position Change Forms, purchase requisitions, budget transfers, and storeroom orders will all be manually entered into SAP.

SCHOOL BUDGETS

A school's initial budget is entered in the Budget Prep System (BPS) on the District's intranet. To access BPS through the District's web page, enter <http://budprep>. The following screen will appear:



For more details on how to work with BPS please access the Budget Prep Training site at <http://dcpsweb/training/bpshelp/bpshelp.htm>. Please note that this help site has not been updated since 2005, so recent enhancements to the system are not included.

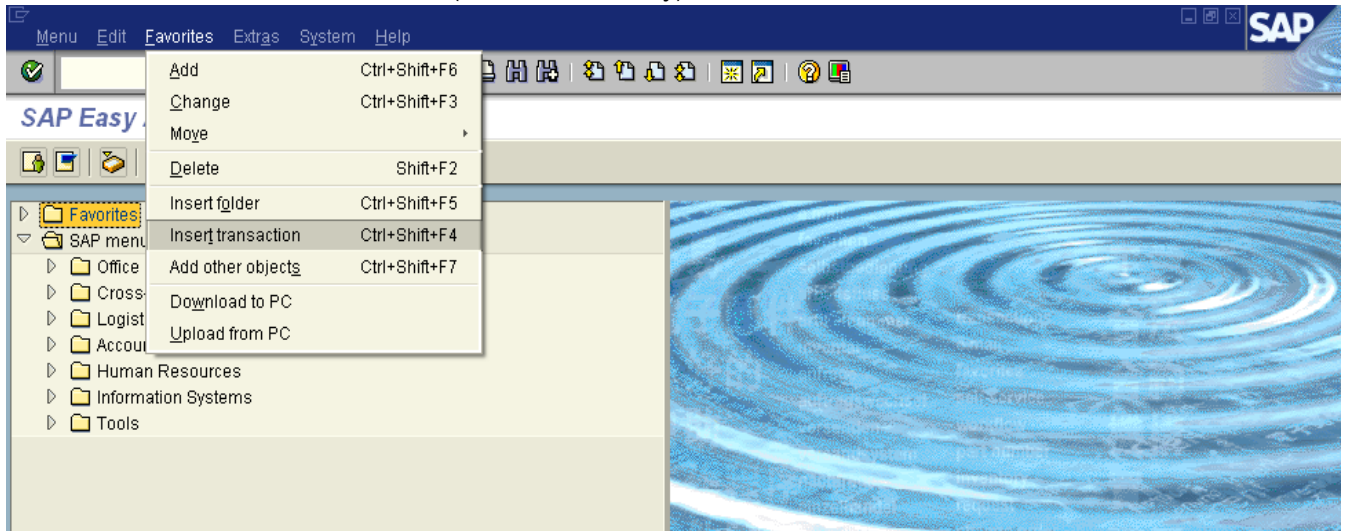
The information in BudPrep will not change from the spring budget process. It is the beginning basis for a school's budget with all other changes being done in SAP.

SAP HELPFUL HINTS: GETTING STARTED IN SAP

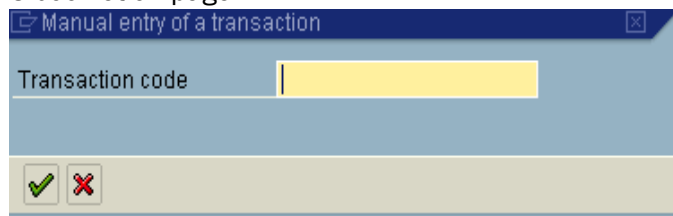
INSERTING A TRANSACTION IN SAP

If you don't already have a transaction saved in your main "SAP Easy Access" menu, the following steps will aid you in adding the transaction to your "Favorites" folder.

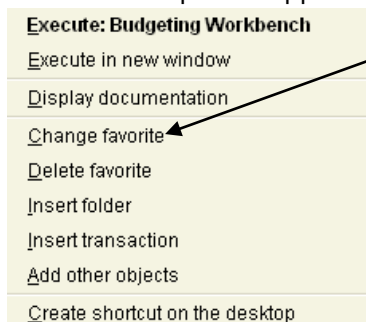
- Select "Favorites" from the top toolbar.
- Click on "Insert transaction" (Ctrl+Shift+F4 key).



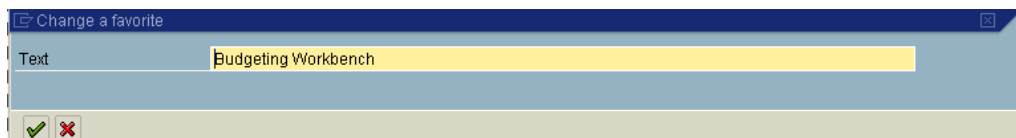
- A "Manual entry of a transaction" window will open. You may then input your new transaction codes. For your convenience, we have included a list of all transactions discussed in this booklet on page 22.



- To make it easier to identify your "Favorites," you are able to rename the transaction name. Right-click on the transaction name and a dropdown appears. Choose "Change favorite".




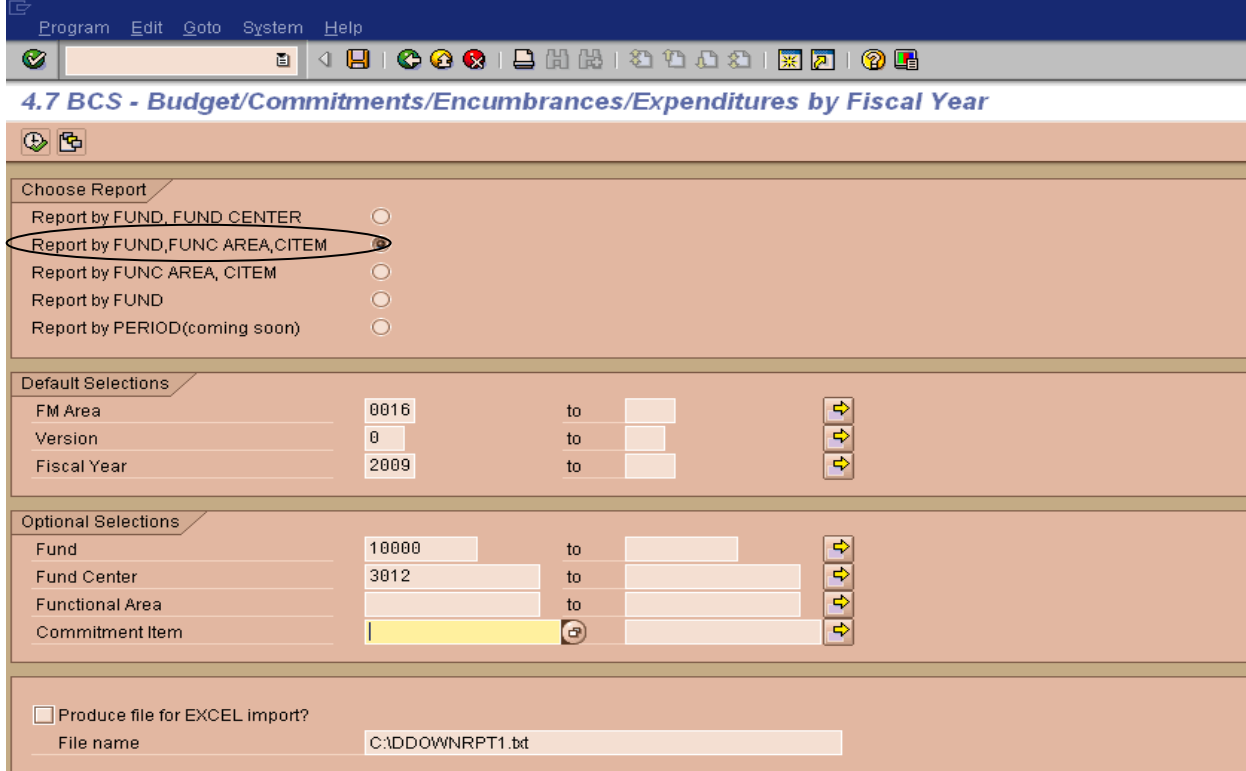
- You can rename it any way you choose so that you can easily identify the transaction when needed.



VIEWING YOUR BUDGET IN SAP

Once the new fiscal year begins, you should view your current budget in SAP. Understanding a few fundamentals will assist you in maneuvering through the system.

To view your budget, use transaction **Y_SED_05000006**. Choose “Report by Fund, Func Area, Citem”. You may leave the “Fund” field blank to access all of your funds or fill it in to view a specific fund. Click execute . Some examples of specific funds follow:



The screenshot shows the SAP transaction Y_SED_05000006 interface. The title bar reads "4.7 BCS - Budget/Commitments/Encumbrances/Expenditures by Fiscal Year". The "Choose Report" section has five radio button options: "Report by FUND, FUND CENTER", "Report by FUND, FUNC AREA, CITEM" (which is selected and circled), "Report by FUNC AREA, CITEM", "Report by FUND", and "Report by PERIOD(coming soon)". The "Default Selections" section includes fields for "FM Area" (0016), "Version" (0), and "Fiscal Year" (2009). The "Optional Selections" section includes fields for "Fund" (10000), "Fund Center" (3012), "Functional Area", and "Commitment Item". At the bottom, there is a checkbox for "Produce file for EXCEL import?" and a "File name" field containing "C:\DDOWNRPT1.txt".

Fund:

- Fund 10000—General Fund
- Fund 10008—School Improvement Funds
- Fund 11112—SAI-Remediation

This is a five-digit field and has the following logic:

- Fund numbers 10000—19999 = General Funds Budgets
- Fund Numbers 41000—49999 = Special Revenue—Other Budgets

Fund Center:

This represents your school number/org unit. This is a four-digit field. School numbers have the digit 3 in front. Example:

- 3012 = West Riverside Elementary

Functional Area:

The first four-digits represent the function. Functions indicate the overall purpose or objective of an expenditure (“why” the purchase is being made).

Examples:

- 5100 = represents Basic Instruction
- 5200 = represents Exceptional Student Instruction

Commitment Item:

The commitment item (formerly a five-digit number which combined the functional area and object) is now the three-digit "object". This describes the object you are purchasing. Example:


- 350=Repairs & Maintenance, used for maintenance agreements and/or repair of items
- 510=General supplies

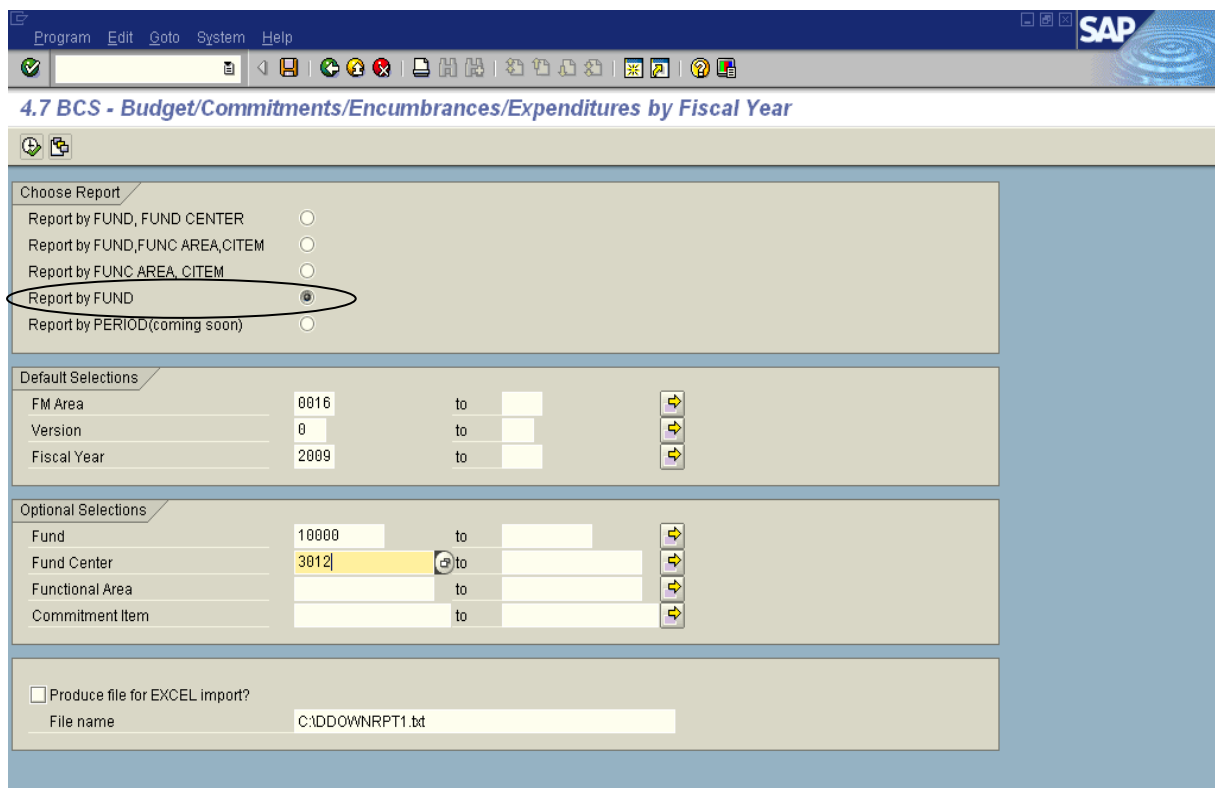
A combination of the function and object is contained in the Florida Department of Education "Redbook". (If you choose to refer to the Redbook and/or print, here is the link:

<http://www.fldoe.org/fefp/redtoc.asp>.)

*For a complete listing of commitment items and functional areas please see page 24 in the back of this manual.

BUDGET DRILL-DOWN REPORT IN SAP

Since most often a single fund would be viewed, a screen print has been provided inquiring on fund 10000. If there is a need to identify a **FUND NAME**, you may choose the fourth selection "Report by Fund". Report by Fund will show fund numbers as well as the fund name. You may also click on the icon to the right of  the fund field for a complete list of funds.



4.7 BCS - Budget/Commitments/Encumbrances/Expenditures by Fiscal Year

Choose Report

Report by FUND, FUND CENTER

Report by FUND, FUNC AREA, CITEM

Report by FUNC AREA, CITEM

Report by FUND

Report by PERIOD(coming soon)

Default Selections

FM Area 0016 to

Version 0 to

Fiscal Year 2009 to

Optional Selections

Fund 10000 to

Fund Center 3012 to

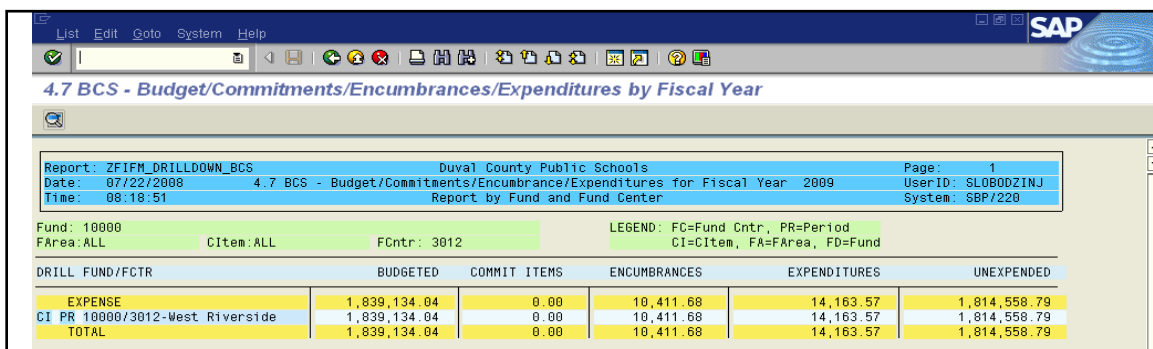
Functional Area to

Commitment Item to

Produce file for EXCEL import?

File name C:\DDOWNRPT1.txt

Click on the "Execute" button  or hit the F8 key to open the report.



Report: ZFIFM_DRILLDOWN_BCS Duval County Public Schools Page: 1

Date: 07/22/2008 4.7 BCS - Budget/Commitments/Encumbrance/Expenditures for Fiscal Year 2009 User ID: SLOBDDZINJ

Time: 08:18:51 Report by Fund and Fund Center System: SBP/220

Fund: 10000 LEGEND: FC=Fund Cntr., PR=Period

FArea:ALL CItem:ALL FCntr: 3012 CI=CItem, FA=FArea, FD=Fund

DRILL FUND/FCTR	BUDGETED	COMMIT ITEMS	ENCUMBRANCES	EXPENDITURES	UNEXPENDED
EXPENSE	1,839,134.04	0.00	10,411.68	14,163.57	1,814,558.79
CI PR 10000/3012-West Riverside	1,839,134.04	0.00	10,411.68	14,163.57	1,814,558.79
TOTAL	1,839,134.04	0.00	10,411.68	14,163.57	1,814,558.79

To open up the budget, click on "CI" under Expense.

4.7 BCS - Budget/Commitments/Encumbrances/Expenditures by Fiscal Year



Report: ZFIFM_DRILLDOWN_BCS	Duval County Public Schools	Page: 1
Date: 07/22/2008	4.7 BCS - Budget/Commitments/Encumbrance/Expenditures for Fiscal Year 2009	UserID: SLOBODZINJ
Time: 08:27:43	Drill down by Commitment Item	System: SBP/220

FUND/FCTR	BUDGETED	COMMIT ITEMS	ENCUMBRANCES	EXPENDITURES	UNEXPENDED
10000/3012	1,839,134.04	0.00	10,411.68	14,163.57	1,814,558.79
5100/>>> Basic Instruction	1,071,999.00	0.00	0.00	2,187.66	1,069,811.34
5100/100 Salaries	739,032.00	0.00	0.00	0.00	739,032.00
5100/120 Class Teach Sal	667,800.00	0.00	0.00	0.00	667,800.00
5100/150 Paraprofessiona	71,232.00	0.00	0.00	0.00	71,232.00
5100/200 Employee Benefits	268,339.00	0.00	0.00	298.34-	268,637.34
5100/210 Retirement	0.00	0.00	0.00	287.61-	287.61
5100/220 Soc Security	0.00	0.00	0.00	0.00	0.00
5100/231 Health Insura	0.00	0.00	0.00	0.00	0.00
5100/232 Life Insuranc	0.00	0.00	0.00	0.00	0.00
5100/240 Workers Compens	0.00	0.00	0.00	10.72-	10.72
5100/250 Unemployment	0.00	0.00	0.00	0.01-	0.01
5100/294 Flex Dollars	0.00	0.00	0.00	0.00	0.00
5100/300 Purch Services	46,336.00	0.00	0.00	0.00	46,336.00
5100/313 Substitutes	27,000.00	0.00	0.00	0.00	27,000.00
5100/350 Repairs	4,620.00	0.00	0.00	0.00	4,620.00
5100/360 Rentals	8,716.00	0.00	0.00	0.00	8,716.00
5100/390 Other Purchased	6,000.00	0.00	0.00	0.00	6,000.00
5100/500 Materials & Suppl	9,945.00	0.00	0.00	2,486.00	7,459.00
5100/510 Supplies	9,945.00	0.00	0.00	2,486.00	7,459.00
5100/600 Capital Outlay	8,347.00	0.00	0.00	0.00	8,347.00
5100/620 Audio Visual Ma	5,000.00	0.00	0.00	0.00	5,000.00
5100/640 Equipment	3,347.00	0.00	0.00	0.00	3,347.00

To view detailed information, "drill into" a particular item by double clicking on the dollar amount under the applicable column. For example, if you want to see what the \$2,486.00 in 5100/510 has been spent on, click on the \$2,486.00 in the expenditure column. You are able to do this on any of the columns. Column headings and explanations are provided below.

- Budgeted – lists transfers in and out for that commitment item
- Commit Items – shows Purchase Requisitions
- Encumbrances – shows Purchase Orders
- Expenditures – lists actual expenditures

The screenshot shows the SAP interface for 'Commitment/Actual Line Items by Document Number'. The window title is 'Commitment/Actual Line Items by Document Number' and the timestamp is '07/22/2008 08:30:45'. Below the title bar is a toolbar with various icons. The main content area displays a table with the following data:

RefDocNo	Item	FM	pstg	d.	VT	Σ	Pymt	Bdgt	Text	Fund	Funds	ctr	F.Ar	Cmmt	item	Vendor	G/L	Acc	
1900136716	2	07/01/2008			54	2,486.00			Trust Check Line 12	10000	3012		5100	510		13950	650510		
						2,486.00													
						2,486.00													

If necessary, you are able to sort this information by date, document number, amount, etc. by clicking on the column heading that you choose to sort by and click on one of the two enlarged icons shown to the right.



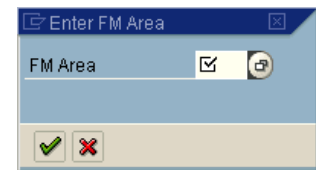
Doc Ye...	Doc.No.	Process	Fund	Funds ...	F.Ar	Cmnt ite...	Created on	Created by	Σ	Amount LC	Header Text	Text
2009	121064	SEND	10000	3260	5100	510	07/03/2008	OSBORN...		25,000.00		BUSSES FOR FIELD TRIPS
	123202	SEND	10000	3260	5100	510	07/31/2008	OSBORN...		28.34		TEACHER FILING CABINET P.E.
	123317	RETN	10000	3260	5100	510	07/31/2008	DOUGLA...		9,832.55		FY2008 Accruals Batch #6
	700007...	CORV	10000	3260	5100	510	06/28/2008	DOUGLA...		2,272.92	Carryover of Fiscal Yea...	Carryover Encumb Budget from previous f...
	700007...	CORV	10000	3260	5100	510	06/28/2008	DOUGLA...		5,741.20	Carryover of Fiscal Yea...	Carryover Encumb Budget from previous f...
	700007...	CORV	10000	3260	5100	510	06/28/2008	DOUGLA...		2,026.08	Carryover of Fiscal Yea...	Carryover Encumb Budget from previous f...
	700007...	CORV	10000	3260	5100	510	06/28/2008	DOUGLA...		8,949.08	Carryover of Fiscal Yea...	Carryover Encumb Budget from previous f...

BUDGET TRANSFERS (BT)

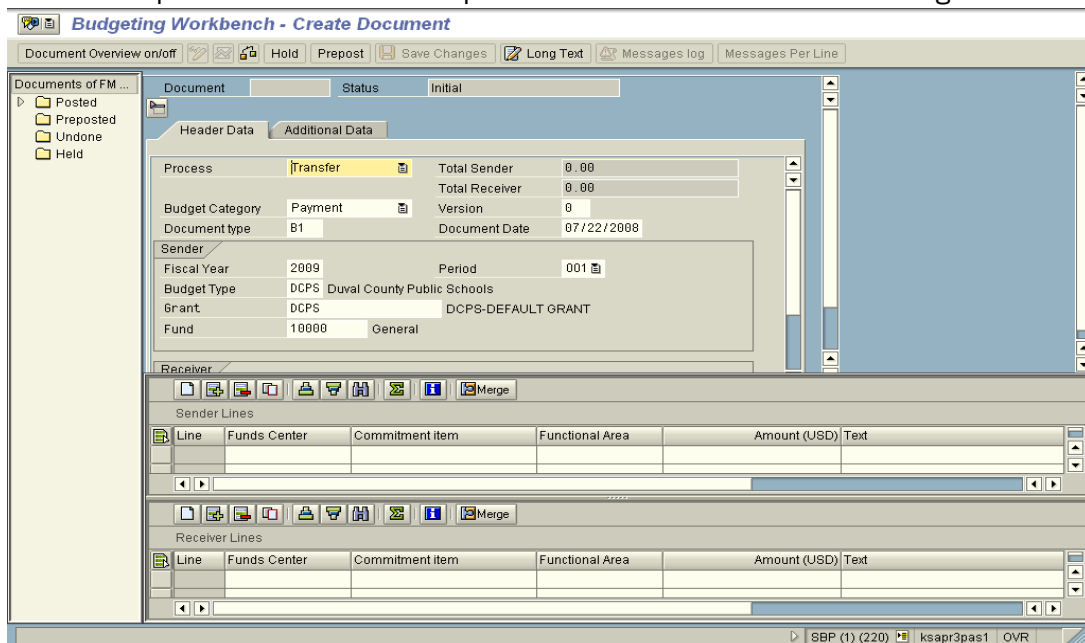
It may be necessary to move funds from one account to another. This is done by budget transfer. Transfers may only be made within the same fund. (For example, you cannot move budget from fund 10000 to 11112.)

BUDGET TRANSFERS – CREATE

SAP transaction ZFMBB. Upon opening the BT screen each day, the first time you access this transaction, you will have to enter the FM Area of 0016. (This represents Duval County's district number within the State.) Once you have entered 0016, click on the green check or click enter.



The budget transfer screen is made up of many individual windows. In order to make it easier to understand the different windows, screen prints are included of each of the areas requiring data input. Please note the other windows that are a part of the BT are minimized in order to show each specific area. The picture below is an example of how the BT looks without resizing windows.



Split Budget Transfer


Budget Transfers – Header Data Tab

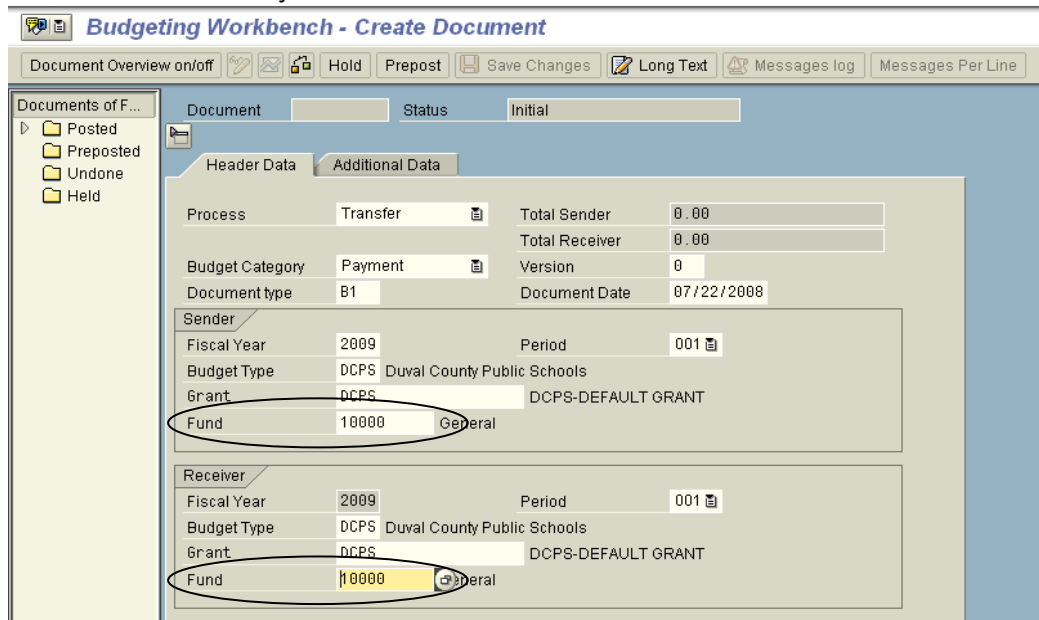
Before beginning, ensure that the Process field reflects “Transfer” under the Header Data Tab.

The fund number must be entered in the “Sender” and “Receiver” areas. If the windows are not aligned to enable you to see the receiver area of the header data you may choose to hit your “TAB” key four times **after** inputting the fund in the Sender field. This will place the cursor on the receiver fund field. You can also use the scroll bar to the right to adjust the tab screen.

The Sender area is the information from which the funds are “SENT” out.

The Receiver area is the information for the accounts where the funds are “RECEIVED”.

The screen print below shows only the “Header Data” portion of the BT. All other information besides the fund should auto-fill when you hit “enter” or the Continue button .



The screenshot shows the 'Budgeting Workbench - Create Document' interface. The 'Header Data' tab is active. The 'Process' field is set to 'Transfer'. The 'Budget Category' is 'Payment'. The 'Document type' is 'B1'. The 'Document Date' is '07/22/2008'. The 'Sender' section shows 'Fiscal Year' 2009, 'Period' 001, 'Budget Type' DCPs Duval County Public Schools, 'Grant' DCPs, and 'Fund' 10000 General. The 'Receiver' section shows 'Fiscal Year' 2009, 'Period' 001, 'Budget Type' DCPs Duval County Public Schools, 'Grant' DCPs, and 'Fund' 10000 General. The 'Fund' fields in both sections are circled in red.

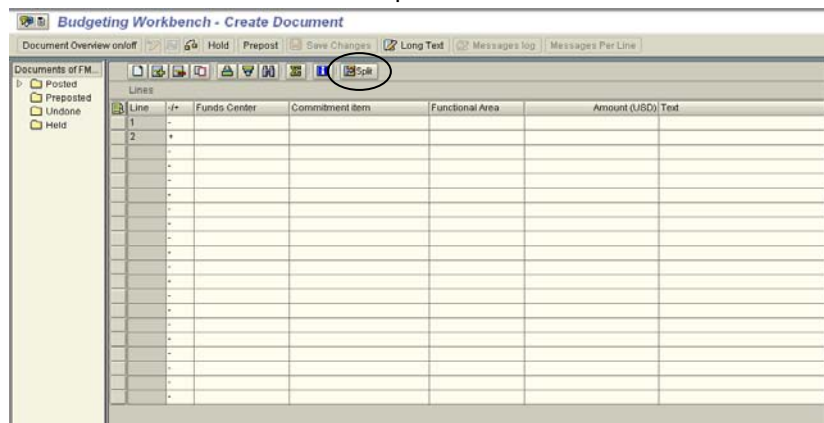
Budget Transfer-Header Data

Budget Transfers – Additional Data Tab

*Information concerning the Additional Data tab is located on pages 9 and 20.

Budget Transfers – Inputting a Budget Transfer

The transfer input area consists of either “Split” sections or a “Merged” section. The “Merged” screen is more user-friendly. There are fewer windows to manipulate and easier to view. It is recommended to always use the “text” field for detailed information regarding the transfer. It may be helpful for future reference. For example, when viewing your budget and then “drilling-down” into the budgeted column, this information will appear in the text field. When the BT is done in conjunction with a PCF, input the PCF number in the text field. Shown is a blank BT print screen.



The screenshot shows the 'Budgeting Workbench - Create Document' interface with the 'Additional Data' tab active. The table is blank. The 'Scroll' button in the toolbar is circled in red.

Once the Fund numbers have been entered in the Header Data Tab, enter the following fields, (Funds Center (Org Unit), Commitment Item, Functional Area, Amount and Text), paying attention to where the funds are coming from (-) and where the funds are going to (+).

Text is important as it identifies why the budget transfer is being done. In this example, the BT is created to pay for a multiple assignment PCF. The example is for two employees returning to school early for pre-planning. Please note that the PCF number is referenced in the text field. Acquiring the PCF number for this purpose is discussed in the section on creating PCF's, located on pg. 15.


Budgeting Workbench - Create Document

Document Overview on/off | Hold | Prepost | Save Changes | Long Text | Messages log | Messages Per Line

Documents of FM... | Posted | Preposted | Undone | Held

Lines

Line	-/+	Funds Center	Commitment item	Functional Area	Amount	Text
000001	+	3012	130	6100	1,720.64	MA Whitman 36.65hrs- PCF12784
000002	+	3012	200	6100	622.87	MA Whitman 36.65hrs- PCF12784
000003	+	3012	130	6200	1,720.64	MA Avera 36.65hrs- PCF12784
000004	+	3012	200	6200	622.87	MA Avera 36.65hrs- PCF12784
000005	-	3012	510	5100	687.02	MA Whitman/Avera PCF 12784
000006	-	3012	620	6200	3,000.00	MA Whitman/Avera PCF 12784
000007	-	3012	640	5200	1,000.00	MA Whitman/Avera PCF 12784

The next step is to ensure that the document is balanced. The Total Sender/Receiver amounts in the Header Data Tab show if the document is balanced. Then ensure that an adequate budget is in place to process the BT. This screen print shows that by clicking on the  "scale" (or hitting the F7 key), a check of availability of funds and completion of data is performed. (See the message in the bottom left corner.) If an error occurs, a pop up error log will appear.

Budgeting Workbench - Create Document

Document Overview on/off | Hold | Prepost | Save Changes | Long Text | Messages log | Messages Per Line

Documents of FM... | Posted | Preposted | Undone | Held

Document | Check document (F7) | Initial

Header Data | Additional Data

Process | Transfer | Total Sender 4,687.02 | Total Receiver 4,687.02

Lines

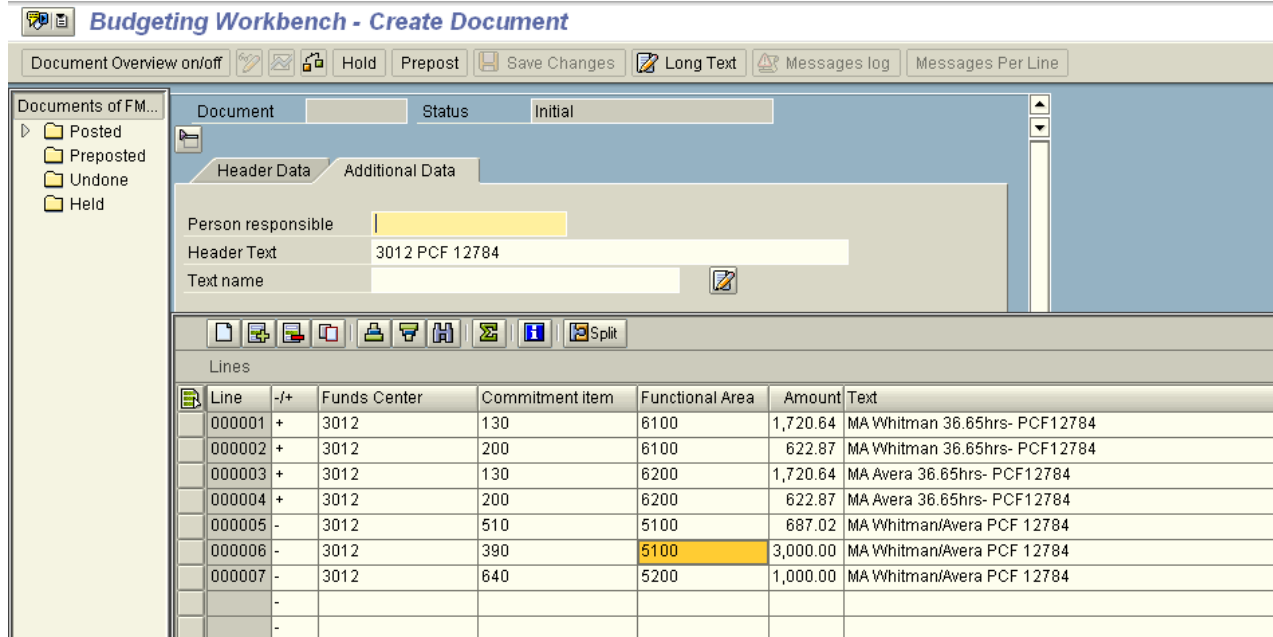
Line	-/+	Funds Center	Commitment item	Functional Area	Amount	Text
000001	+	3012	130	6100	1,720.64	MA Whitman 36.65hrs- PCF12784
000002	+	3012	200	6100	622.87	MA Whitman 36.65hrs- PCF12784
000003	+	3012	130	6200	1,720.64	MA Avera 36.65hrs- PCF12784
000004	+	3012	200	6200	622.87	MA Avera 36.65hrs- PCF12784
000005	-	3012	510	5100	687.02	MA Whitman/Avera PCF 12784
000006	-	3012	390	5100	3,000.00	MA Whitman/Avera PCF 12784
000007	-	3012	640	5200	1,000.00	MA Whitman/Avera PCF 12784

No errors detected. Document has been checked successfully

SBP (1) (220) | ksapr3pas1 | OVR

Next, click on the Additional Data Tab (optional) to input pertinent information.

In this example that information is the school number and PCF number in the Header Text.



Any transfer that involves salaries, benefits, and/or supplies must be pre-posted. Click on Prepost.

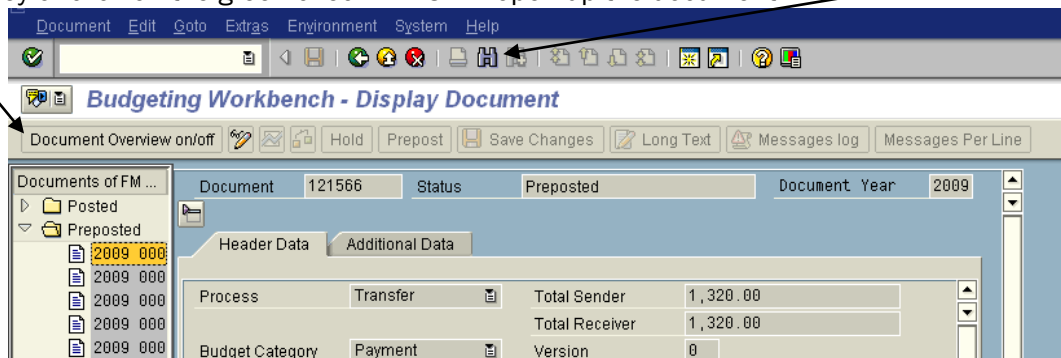


To post a document (that doesn't require pre-posting), click on the orange disk or hit (Ctrl + S). **Note: Once pre-posted or posted (saved), make sure to record the BT Document Number.**



Budget Transfers – Display

There are two ways to view a BT. One is the pre-posted list on the left side of the BT screen under Document Overview (Document Overview On). The second way is to open a BT screen and click on the binoculars (or CTRL + F). A smaller window will open which will ask for the document year (ex. 2009) and the document number. Type in this information and hit the enter key or click on the green check. This will open up the document.



Budget Transfers - Change

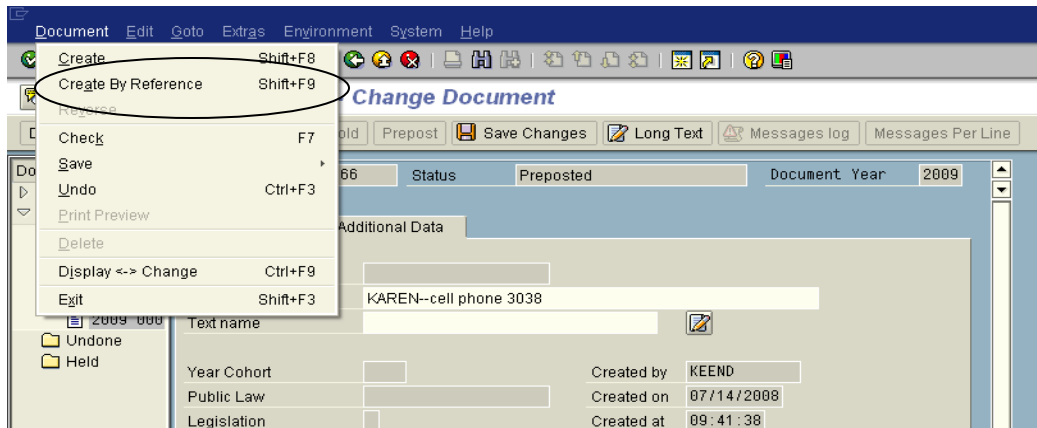
The only fields that can be changed on a pre-posted transfer are the “text” field or “additional data” field. Go into the document as described above and click on the pencil icon to go into edit mode. This will “open up” those two fields to be available for changes. Once changes are entered, click the “save” button.



Budget Transfers – Create by Reference

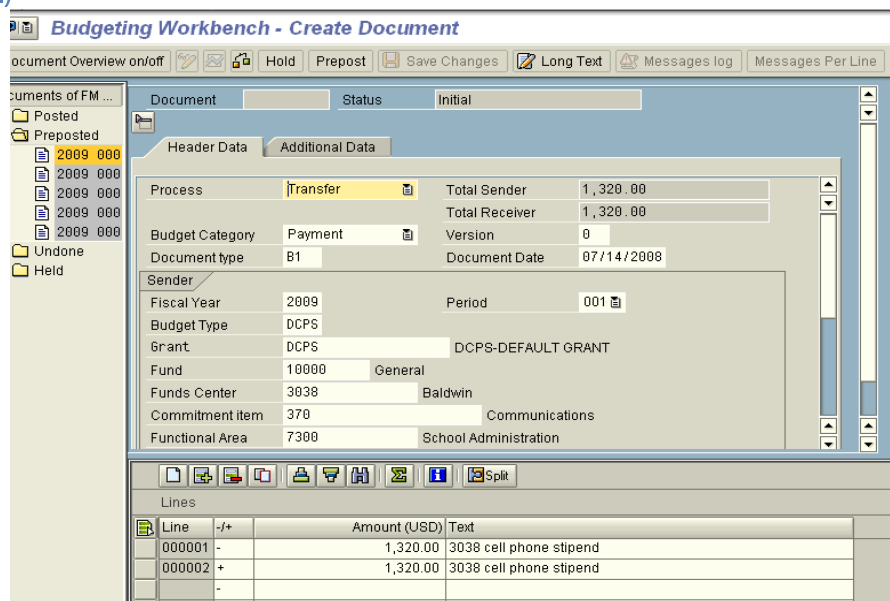
If changes are necessary to other fields of a pre-posted document, or if a similar budget transfer is needed, a duplicate transfer can be created. **Please note this process is creating a new budget transfer so a new budget transfer number will be provided.**

1. Click on “DOCUMENT” at the top left of your screen.



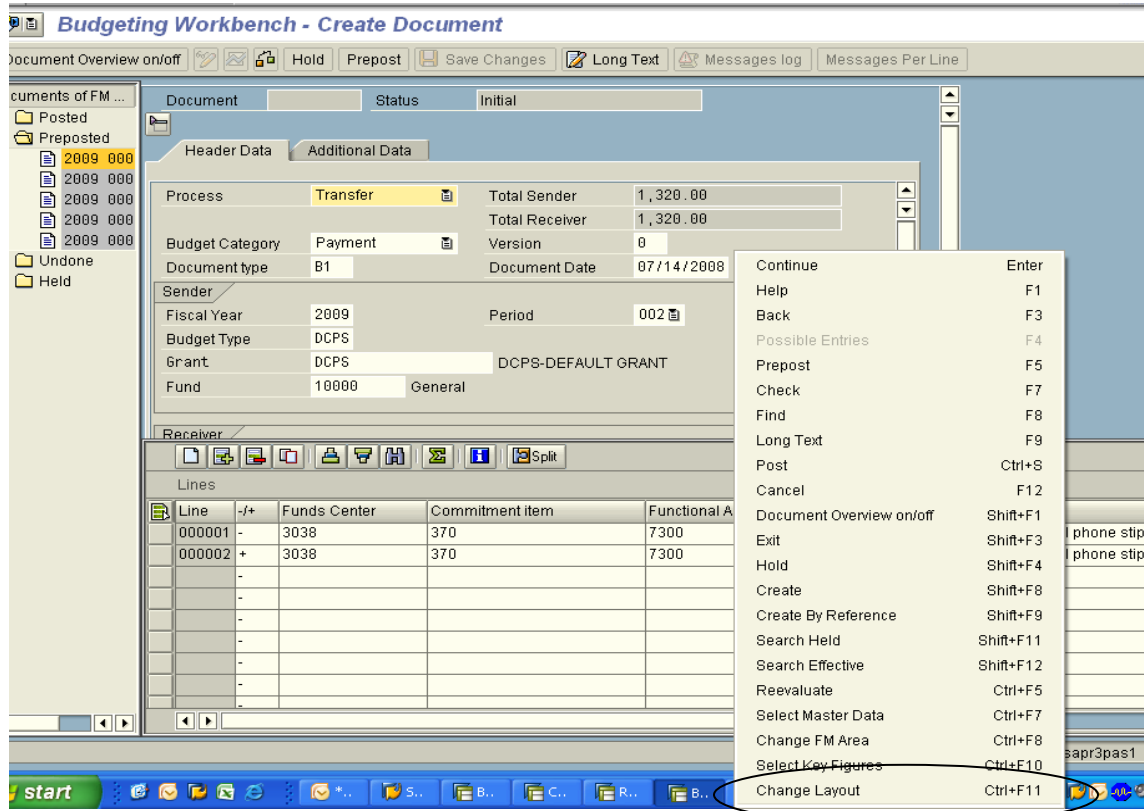
BT - Creating by Reference (See #2)

2. Choose “Create by Reference” from the dropdown. (Please refer to screen print “BT – Creating by Reference”.)
3. Input the document year and document number in the Reference document box and hit the enter key or click on the green check. This opens up a copy of the document as originally created. Then make changes to any field. **However**, when doing this be aware that if re-creating your BT on a different “date” you must change the Document Date and if necessary the period (July = period 1; June = period 12) in the “sender” and “receiver” areas of the Header Data Tab. Also, if the BT was originally created with only one functional area, that functional area may be changed in the Header Data Tab area. (Please refer to screen print “BT - Duplicating or Changing FA/CI”.)
4. If you now need more than one functional area, right-click in the gray area of the Header Data Tab window and a dropdown menu will appear. Choose “change layout” from the list (or hit the CTRL + F11 keys). A window will pop up that says “DCPS” layout variant. Click on the green check. It will then change the layout of the input area to allow for multiple functional areas and/or commitment items. (Please refer to screen print “BT-Changing to Multiple FA's and/or CI's”).



BT - Duplicating or Changing FA/CI (See #3)

THE FOLLOWING EXAMPLE AUTO-FILLED IN HEADER DATA WITH OUR ORIGINAL FUNCTIONAL AREA, BUT WE NEED TO CHANGE IT TO MULTIPLE FUNCTIONAL AREAS.

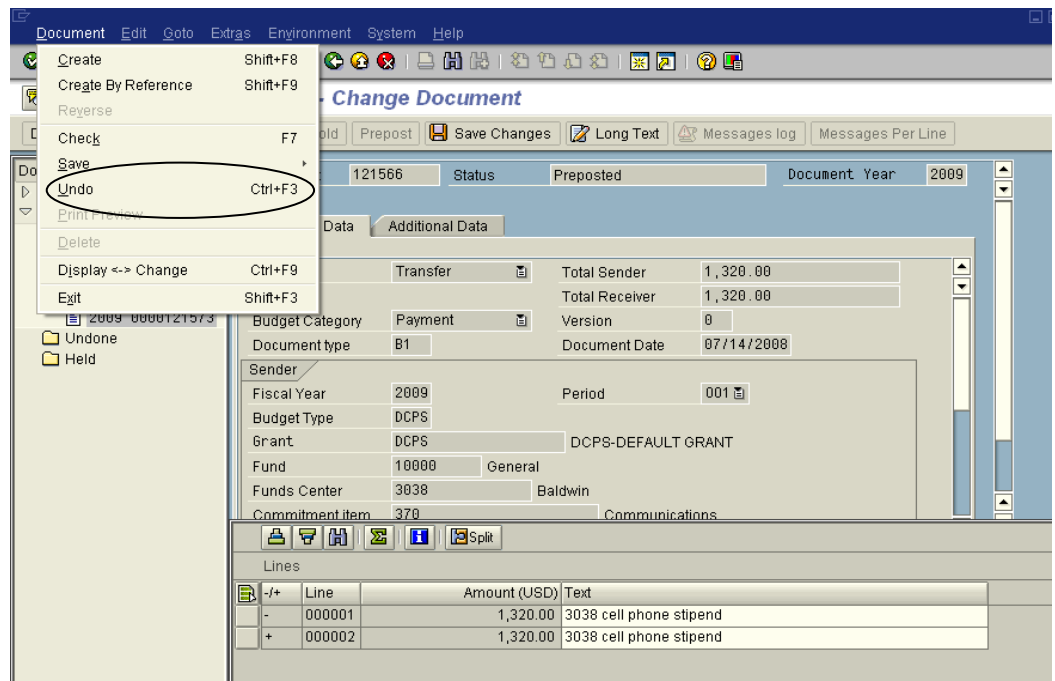


BT-Changing to Multiple FA's and/or CI's (See #4)

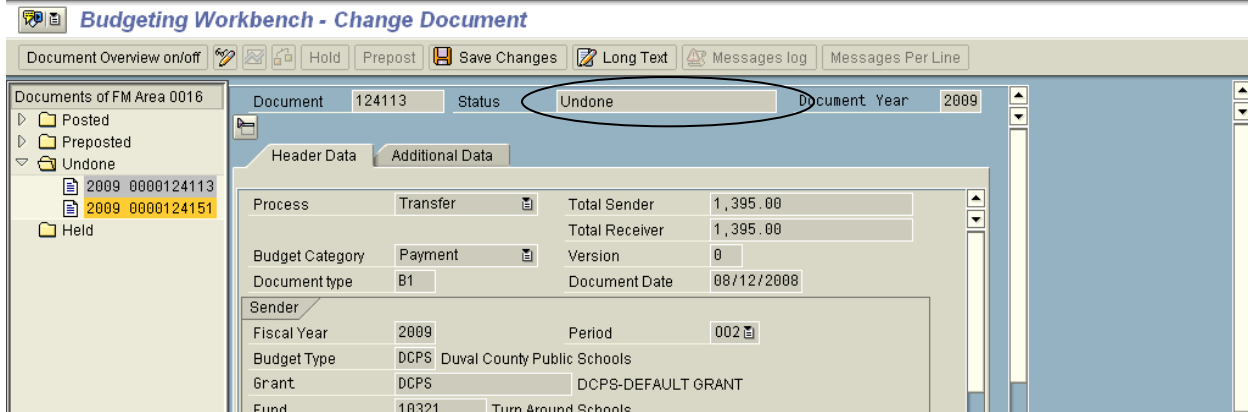
Now multiple functional areas/commitment items may be entered. The budget transfer is now ready to pre-post or post. **If no longer needed, remember to undo the original document.** (Instructions are below.)

Budget Transfers - Undo

In order to “undo” or cancel a budget transfer retrieve the document as described above in the “Budget transfer - Display” section. Once in the document click on the pencil to go into ‘edit’ mode. Then choose **DOCUMENT** at the top left corner of the screen, and choose “undo” from the dropdown. A message will appear at the bottom indicating it's been undone.




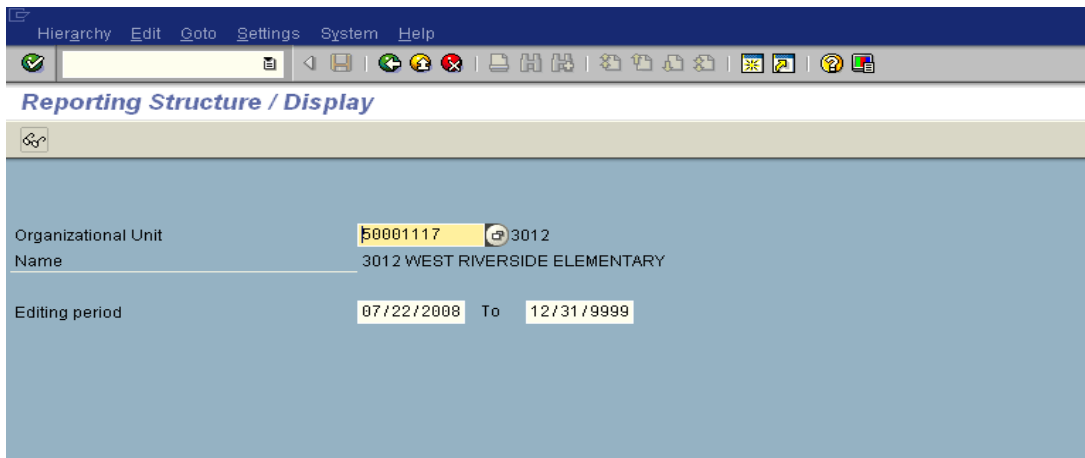
THIS CANCELS THIS BUDGET TRANSFER. Please note the “Undone” status.



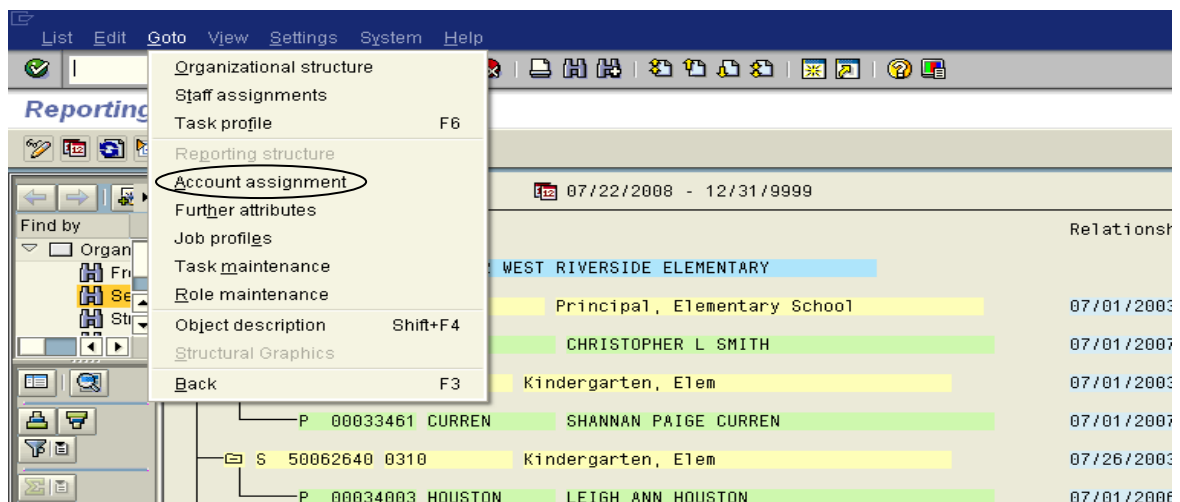
LOOKING AT YOUR ORGANIZATIONAL STRUCTURE IN SAP


To view the school’s org structure in SAP, use transaction **PPO4**. (That is the letter “O”, not a zero).

- Type your 4-digit school number followed by an asterisk. Ex: 3012*
- Hit the enter key. This field will auto-fill with the school’s name.
- Click on the eyeglasses or hit the F8 key. 



At the top of the screen is a choice of options. Click on “Goto” and then choose “Account Assignment” from the dropdown.



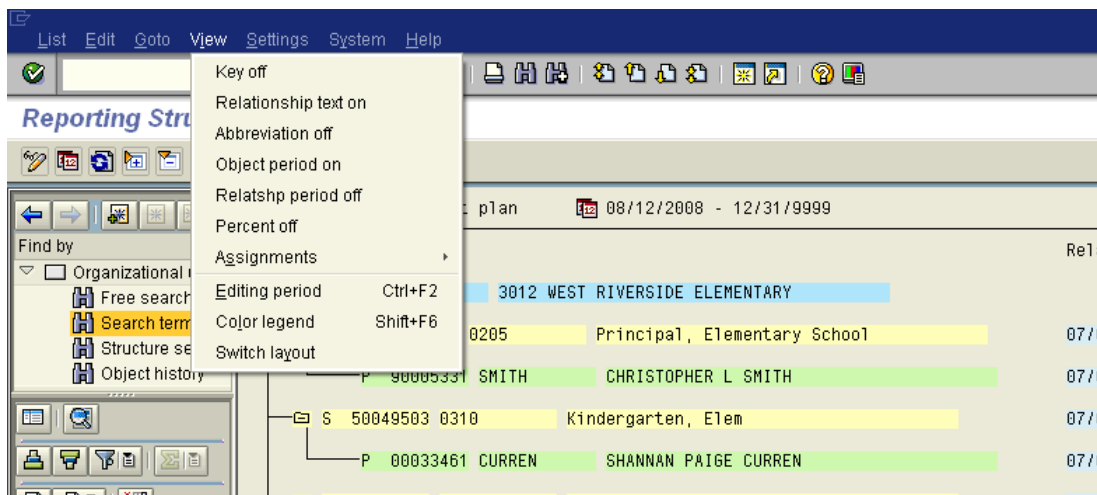
This will show the funds (other than fund 10000) that are on positions. Note that if a position is vacant and is paid for by a fund other than 10000, there will be a “+”  mark beside it. Click on that icon to show the funding source. If more than one funding source exists, scrolling over to the right will show the percentages attributed to each funding source.

While “Account Assignment” is turned on you are able to:

- Double-click on the green line where the employee’s Personnel Name (PN) and name are shown. This will take you to that employee’s PA20 (HR Master Data) screen. To return to the Org. Structure, click on the yellow arrow at the top of the screen.
- Double-click on the yellow line where the position numbers/job codes/job titles are shown. This will show the attributes of the position. As an example, it shows you the hours and months on a clerical position and the number of months on an Assistant Principal (AP) position.


At the top of the screen is a “view” option. The following is a brief description of those settings and recommended settings for viewing your org structure. (As an example, the first one is Key. If your setting says “key off,” that means the setting is currently on. Clicking “key off” will turn it off.)

1. Key	Position Number and employee’s PN	Recommend ON
2. Relationship text	relationship of text to holder & job code	Recommend OFF
3. Abbreviation	job code number	Recommend ON
4. Object period	dates of position & person holding it	Recommend OFF
5. Relationship period	may show an end date on a person if HR has keyed an end date (such as retirement or resignation)	Recommend ON
6. Percent	If split funding, shows percentage of each funding source	Recommend ON



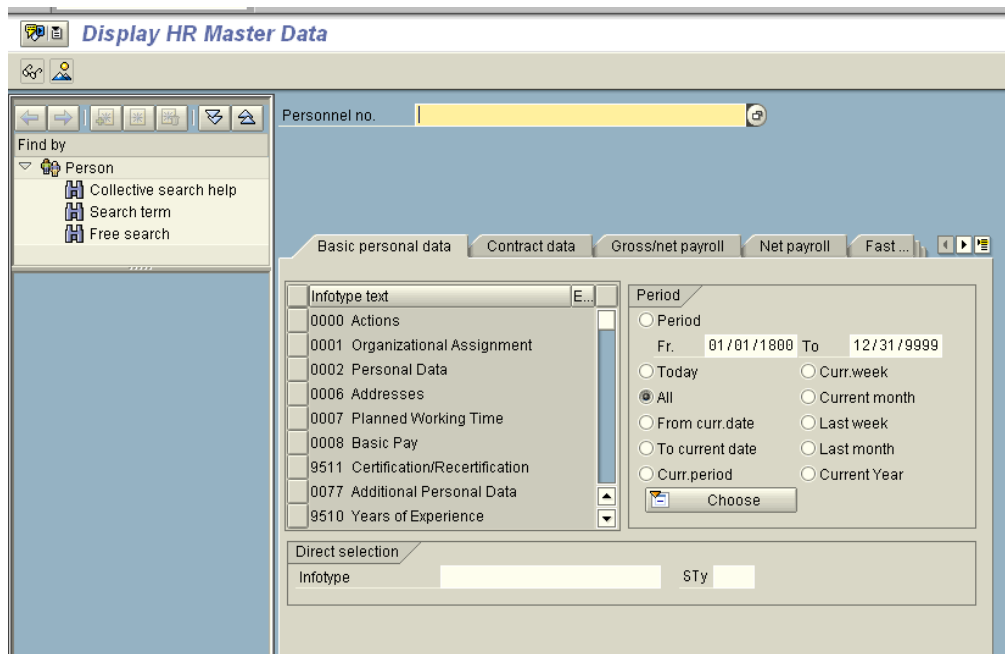
The org structure should be viewed regularly to ensure that employees are placed in the proper positions. Remember that Budget Services deals with ‘positions’ and Human Resources deals with ‘employees,’ so if a position change is needed, a PCF is required. If you have the correct positions but need personnel moved in order to correct the org structure, you should contact the proper Human Resources Staffing Supervisor.

VIEWING BASIC HR DATA



Use transaction **PA20**. If an employee's PN is unknown, search by clicking on the drop-down  at the right side of the "Personnel no." field. This will open up a window where you are able to:

- Search by name (on the Last Name tab). It is helpful to use an asterisk (*) at the end of the employee's name. As an example if a male employee has "JR" in his name the system may not recognize searches using only his last name.
- Search by social security number (on the Personnel ID Number tab). The SS# is input in the "ID number" field.

Commonly used infotypes for this transaction are listed in the "Infotype Text" area, or you may input the infotype number in the blank field below the list. You must choose a "Relationship" period. It's recommended to always choose "All".



A few Infotypes are described below:

- 0001 Organizational Assignment – To retrieve the employee's funding source, commitment item, job code, position number, etc.
- 0002 Personal Data – To retrieve the employee's Social Security number.
- 0008 Basic Pay – To retrieve the employee's hourly rate. When doing a PCF on a non-certificated person **FOR A MULTIPLE ASSIGNMENT POSITION**, you must retrieve the employee's hourly rate from this screen. Use the Reg Pay – Hourly rate (do not include service/longevity raises). You will have to override the hourly rate on the PCF because it will autofill with the rate that includes the service raises.
- 0554 Hrly Rate per Assignment – This screen is a useful tool to see if an employee has been staffed in a "Multiple Assignment" position. Choose "Overview"  (shift + F8 key) to list all assignments in which the employee has been staffed. Then click to the left of a particular assignment line and the choose button  to see more details.

POSITION CHANGE FORMS (PCF)

A PCF is done to add, delete or change an existing position. Some examples are:

- Change a first-grade teacher to a second-grade teacher
- Set up an employee to work a multiple-assignment position
- Change hours/months on a clerical position
- Add a new Assistant Principal position
- Delete a paraprofessional position

The “**HOURS**” field indicates number of hours per day, not total hours to be worked. The PCF calculates the total hours based on what is input into the **HOURS** and # **DAYS** fields. It is not necessary to input the employee’s **Rate/hr** or **Name** on an employee who has a PN. On a MA or PT position, when the employee’s PN is input, hit the enter key and the name and hourly rate will auto fill. If you are setting up a new employee with no PN, it is helpful to input the name in the name field. When deleting a position, input the **Position** number and hit the enter key. Then the only remaining data needed is the **FTE**, **End Date**, **Budget transfer**, and comment (if applicable).

Position Change Forms - Create

Use transaction **ZHRPCFC**. The comment field in the Header section is optional; however a comment could prove useful in the future. A PCF can only include dates for one fiscal year. For example someone cannot be setup to work in June 2008 and July 2008 because this involves two different fiscal years. There are two actions: **ADD** or **DELETE**. The two actions are self-explanatory but if making a change to a position (changing the hours per day to a clerical position, for example) two entries are required: an ADD and a DELETE. Examples follow for adding a position, deleting a position, and changing a position.

The following PCF shows these transactions as examples only:

- Line 1: Multiple Assignment (MA) setting up one employee to return to work early for pre-planning.
- Line 2: Creating a new Part-Time position.
- Lines 3 & 4: Changing the months and hours on a clerical position. Please note that you do a delete line to delete the position as is and an add line with the new attributes. It is very helpful to use comments when making changes on a position so it is clear to everyone what is to be done with the position.

Please note the “**MA**” and “**PT**” after the job codes. “**MA**” indicates a multiple assignment which is a set up in addition to the employee’s normal work hours. “**PT**” indicates a part-time position.

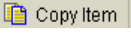
To calculate or obtain salary:

- “**MA**” - Because a MA is done on an employee who already has a main-line, you will be required to input a PN, hours per day, and total number of days to be worked. The system will calculate the salary. You will have to calculate the benefits. An “**MA**” can be done on either a part-time or a full-time employee.
- “**PT**” - If you are creating a new part-time position and do not know the hourly rate **please contact the appropriate HR Staffing person for that information**. Because you will input hours per day, hourly rate, and total number of days to be worked the system will calculate the salary.
- “**FT**” - You should refer to the Budget Guidelines when adding or deleting a position. You use the average salary and benefits as shown in the guidelines for your budget transfer.

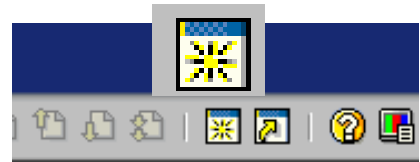
Note: When doing a budget transfer for a PCF, make sure that the budget transfer includes both the salary and benefits.

Determining which commitment item to use:

- The commitment item for a full-time position will always end in “0”
- The commitment item for a part-time position six months and over will always end in an “8”
- The part-time position being set up for less than six months will always be “758”

PLEASE BE AWARE of the following shortcut: WHEN CREATING A PCF WITH MULTIPLE LINES OF THE SAME OR SIMILAR INFORMATION IT IS VERY HELPFUL TO USE THE “COPY ITEM” BUTTON AT THE TOP OF THE SCREEN. For example, when setting up six teachers to return to school for early preplanning, input the first line item. Click on copy item  and line two will be auto-filled with the same data. You will need only to type over the PN number and hit the enter key and line two will fill with that employee’s name as well as hourly rate. You can continue this process through line six. Even if the number of days is different you may still find it helpful to copy the item and change the number of days and PN rather than inputting the whole line of data.

At this time we suggest opening another session of SAP. You do this by clicking on the icon located at the top of your screen that resembles a yellow asterisk. The purpose of this is to enable you to do a budget transfer and retrieve that budget transfer number at the same time you are creating the PCF. You can toggle between the two sessions by either clicking on your other session located on your taskbar OR by using the “Ctrl” “Alt” keys.




Create new Position Change Form

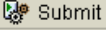
Copy Item Submit Delete Item

Number 0
 Fiscal Yr 2009 Created on 00:00:00
 Status Requestor JENNIFER LEE WHITM...
 Comment

Action	It	Position	Org	Cost Cntr	CC	Job Code	FTE	PSA	F/P/M	Begin Date	End Date	Hours	Rate/hr	# Days	Tot. Hrs	Months
Add	1	0	3012	301210000	1022MA	1.00	MA	08/04/2008	08/08/2008	7.33	46.94782	5	36.65			
Personnel number & name		Budget Amnt		Budget Xr#		FA/CI		Comment								
30030		JENNIFER LEE WHITMAN		\$1,720.64		0000012345		6100130		Pre-planning						
Add	2	0	3012	301210000	1025PT	1.00	PT	08/04/2008	06/30/2009	5.00	46.94782	180	900.00			
Personnel number & name		Budget Amnt		Budget Xr#		FA/CI		Comment								
20520		SUSAN AVERA		\$42,253.04		0000012345		6200138		Create new part-time postion						
Delete	3	50039684	3012	301210000	S300C	1.00	CB28	FT	07/01/2003	07/01/2008	8.00	0.00000	261	0.00	12	
Personnel number & name		Budget Amnt		Budget Xr#		FA/CI		Comment								
7653		CHARLOTTE J PEER		\$0.00		0000012345		6100160		Change hours/months only SEE LINE 4						
Add	4	0	3012	301210000	S300C	1.00	FT	07/01/2008	06/30/2009	7.00		201	0.00	10		
Personnel number & name		Budget Amnt		Budget Xr#		FA/CI		Comment								
7653		CHARLOTTE J PEER		\$0.00		0000012345		6100160		Changes hours/months on position 50039684 SEE LINE 3						

SBP (5) (220) ksapr3pas3 INS


In order to correlate your budget transfer with your PCF, click on the orange disk  icon to save the document. This assigns the PCF a number and you will be able to go into the PCF for changes or to delete it. You are able to toggle back to your budget transfer screen and note the PCF number on the budget transfer screen. (Toggling between screens is addressed in depth on page 22.) Your budget transfer entries should coincide with the entries on the PCF. Pre-post your budget transfer and input the number in the “Budgt Xr#” field on the PCF. See “Change” below for retrieving the PCF.

If you are ready to submit, click on the Submit button  located at the top left corner. (Saving a PCF does not submit it. You must choose “submit” to route the PCF.) Depending on the fund, your PCF will route to a Project Manager or Budget Services. When you save a PCF you will automatically be returned to your main SAP screen, showing your PCF number at the bottom left corner. To make any adjustments to the PCF open the PCF using the “Change” transaction discussed below.

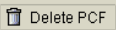
As you can see in the screen print above, because we created an MA and a PT assignment the system calculated the salary for us. It does not calculate a position without “MA” or “PT” in the job code. You still need to calculate the benefit rate which will go into commitment item 200 with the same functional area as the position you are creating.

- Full-time = 36.2%
- Part-time (six months or longer) = 20%
- Part-time temporary (less than six months) = 3%

Position Change Forms – Change

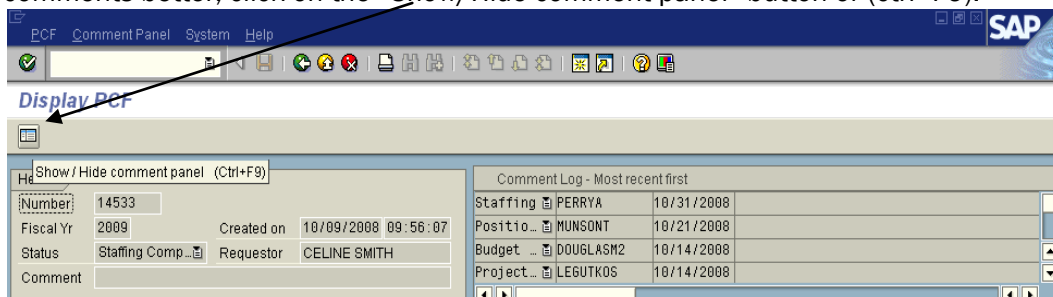
Use transaction **ZHRPCFU**. Type in your PCF number and hit the enter key. At this time you can change any information that has been input and/or you can add/delete additional lines. If you are ready to submit, click on the Submit button located at the top left corner. However, if you are not ready to submit the item, just click save and this will hold the information until you are ready to submit the item. Depending on the fund, your PCF will route to a Project Manager or Budget Services. **To delete a line on a PCF**, click the radio button to the left of the line you wish to delete and click on the “DELETE ITEM” button  located at the top of your screen. Without doing this step and simply trying to delete field information, the data will not be removed from the PCF. The “Delete Item” button must be utilized.

Position Change Forms – Delete

Use transaction **ZHRPCFU**. Before a PCF can be deleted it needs to be at “ORIGINATOR” status. If the PCF is not at “Originator” status you should contact the person whose status it is at. Ask them to return it through the system with a note “return to originator per request”. Go into change mode to open the PCF and then select the “DELETE PCF” button  if you want **to delete the entire PCF**. Please note that deleting data from the PCF does not delete the PCF.

Position Change Forms – Display/Check Status

- If you know the PCF number use transaction **ZHRPCFD**. Input the PCF number and hit the enter key. The top left of the form (Header) shows the current status (which Department the PCF is currently sitting with). The top right of the form (Comment Log) shows each step that the PCF has taken. (The first line in the comment log represents the last person who acted on your PCF.) In the example below we see that Position Control acted on this PCF on 08/12/08. Please pay close attention to the comment log when you have a PCF returned to you for action. It indicates that the PCF cannot be processed as is. In order to view the comments better, click on the “Show/Hide comment panel” button or (ctrl+F9).



This will show an enhanced view of the comment log.

The screenshot displays the SAP PCF Comment Panel interface. At the top, the title bar reads "PCF Comment Panel System Help" with the SAP logo on the right. Below the title bar, the text "Display PCF" is shown. The main area is divided into several sections:

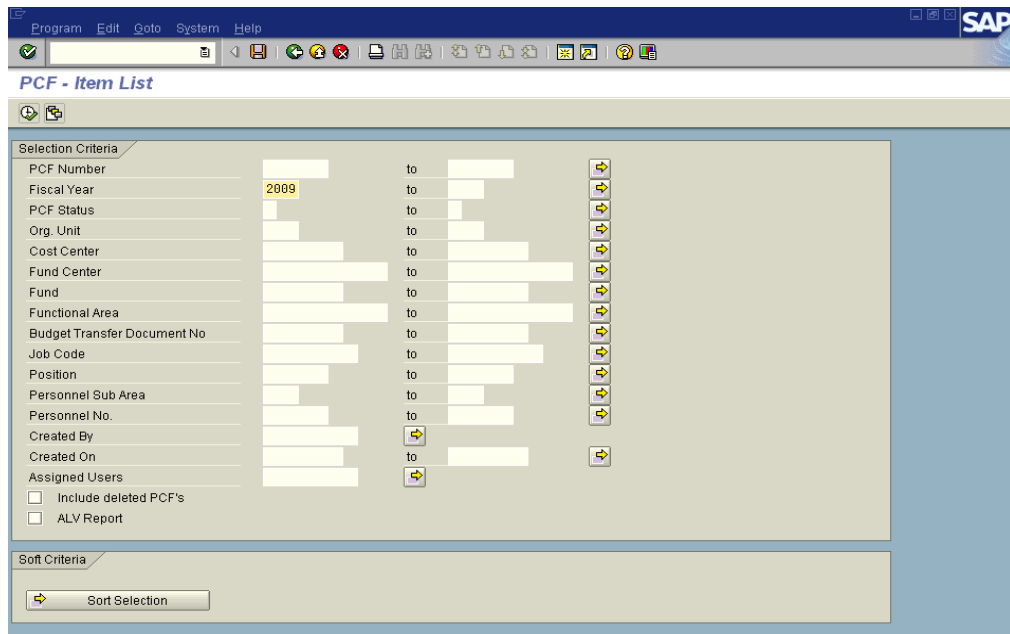
- Header:** Contains fields for PCF Number (14533), Fiscal Year (2009), Created on (10/09/2008 09:56:07), Status (Staffing Comp...), and Requestor (CELINE SMITH).
- Comment Log - Most recent first:** A table listing key events:

Staffing	PERRYA	10/31/2008
Position...	MUNSONT	10/21/2008
Budget ...	DOUGLASM2	10/14/2008
Project...	LEGUTKOS	10/14/2008
- Action Table:** A table with columns: Action, It, Position, Org, Cost Cntr, CC Job Code, FTE, PSA, F/P/M, Begin Date, End Date, Hours, Rate/hr, # Days, Tot. Hrs, Months. The first row shows a "Delete" action for item 1 at position 50279308, org 3176, cost center 317610000, job code 0456, with 1.00 FTE, TA07 FT, and dates 07/01/2008 to 07/01/2008, totaling 196 days and 0.00 months.
- Personnel number & name:** A table with columns: Personnel number & name, Budget Amt, Budget Yr #, FA/CI, Comment. The entry shows personnel 8058, DORETHA STINSON, with a budget amount of \$0.00, budget year NA, FA/CI 5100120, and comment "Only changing funding to SAI and to reflect splitsat DJJ locations".
- Comment Log Detail:** A list of events:
 - Staffing: PERRYA, 10/31/2008
 - Position control: MUNSONT, 10/21/2008
 - Budget office: DOUGLASM2, 10/14/2008
 - Project manager: LEGUTKOS, 10/14/2008
 - Originator: SMITHC4, 10/09/2008, Standards Coach position to be split at DJJ locations-Stinson

At the bottom, the status bar indicates "Ln 4, Co 1" and "Ln 1 - Ln 10 of 10 lines".

You also have the ability to move this box to different areas of the screen depending on preference by clicking the Comment Panel button located in top toolbar, and selecting the preferred location, such as top, bottom, left or right. To hide/close the expanded comment box, just click the "Show/Hide comment panel" button again.

- If you don't know the PCF number, use transaction **Y_SED_95000329** to open the PCF Item List. You can inquire using any of the fields listed but we recommend narrowing it down by inquiring on Fiscal Year, Fund Center, and any other field that would limit the search. (As an example search by job code or by employee's PN) and of course click the "execute button".



In this next example we only wanted to view PCF's for FY: 2009 and Org Unit 3012. From the list below locate the PCF you are searching for. We are able to see that each PCF we created is still at draft status. (The legend for the status abbreviation is at the bottom of the screen print below.) If you want to view the individual PCF, click on the PCF number one time and it will open the PCF in **DISPLAY** mode.

PCF - Item List

Report: ZHRPCF_PCF_LIST Duval County Public Schools
 Date: 08/12/2008 PCF Item List
 Time: 12:08:36

PCF Num	It	Stat	Ass.Users	Org.U	Position	Job Code	FTE	PSA	Pers.No	Name	Cost Center	FA/CI	Begin
12784	01	D	SLOB0DZINJ	Add 3012		1022MA	1.00		30030	JENNIFER LEE WHITMAN	301210000	6100130	08/04
12784	02	D	SLOB0DZINJ	Add 3012		1025MA	1.00		20520	SUSAN AVERA	301210000	6200130	08/04
13143	01	D	SLOB0DZINJ	Add 3012		S300A	1.00		30030	JENNIFER LEE WHITMAN	301210000		08/01

Legend for Status Field:

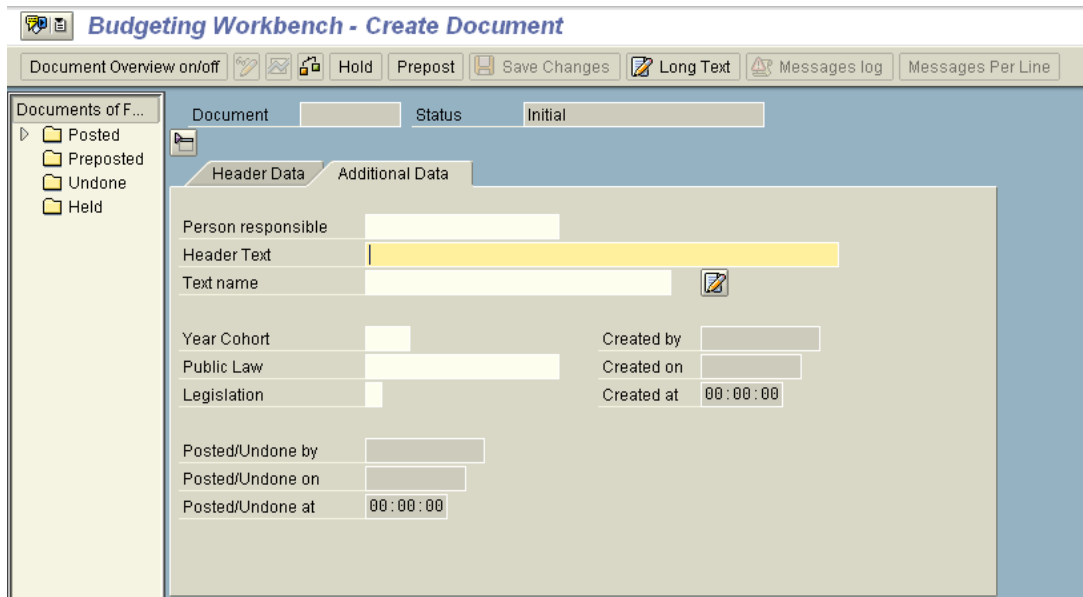
- D : Draft
- O : Originator
- M : Project Manager
- B : Budget
- P : Position Control
- S : Staffing
- E : Staffing Complete

We strongly encourage you to follow the PCF's through the system until the status shows as "E". There have been many instances where PCF's have been submitted to staffing and then returned back to originator but the originator was not aware. Therefore the employee's pay was delayed. This serves as example why you should be following/tracking your PCFs. You are able to do this by either displaying an individual PCF or displaying the list.

TROUBLESHOOTING/TIPS

BUDGET TRANSFERS – ADDITIONAL DATA TAB

The tab next to Header data is the Additional Data tab. It is helpful if you put your school number and, if applicable, any PCF numbers in this field. You may choose to leave it blank.



The screenshot shows the 'Budgeting Workbench - Create Document' window. The 'Additional Data' tab is selected, displaying various input fields for document metadata. The fields include:

- Person responsible
- Header Text
- Text name
- Year Cohort
- Public Law
- Legislation
- Created by
- Created on
- Created at
- Posted/Undone by
- Posted/Undone on
- Posted/Undone at

Budget Transfer-Additional Data

BUDGET TRANSFERS – SOME COMMON ERROR MESSAGES

- **“ANNUAL BUDGET EXCEEDED BY _____ USD”** You are attempting to transfer more funds than are available in the FA/CI. Check your budget to ensure that you are using the correct functional area and commitment items.
- **“INITIAL VALUE NOT ALLOWED FOR FUND”** – You do not have a fund entered in the “receiver” area of the header data. See page 7 for help with this error.
- **“THE DOCUMENT MUST BE BALANCED BETWEEN SENDER AND RECEIVER”** – Your sender amounts and your receiver amounts do not match; the transfer must be in balance to pre-post or post.

By clicking on the error message, additional data will be displayed that may assist troubleshooting.

- **“ENTER A NON-ZERO VALUE FOR AT LEAST ONE PERIOD”** – You have tabbed or started to input data into a row and now the system is looking for data in that row. (You would normally see a row number to the left of your data fields, but with no data in that row. **Please be aware that this can even occur in the bottom row of the BT if you have moved around a lot while inputting on the BT screen**). To correct this error, click beside the row number in the square. Then choose the third icon (delete) to delete the row. A screen print follows.



The screenshot shows the SAP Budgeting interface. At the top, a message box displays the error: "Enter a non-zero value for at least one period". Below this, a table of budget lines is visible. The table has columns for Line, +/-, Funds Center, Commitment item, Functional Area, Amount (USD), and Text. The data is as follows:

Line	+/-	Funds Center	Commitment item	Functional Area	Amount (USD)	Text
000003	-	3012	510	7900	0.01	test bt DO NOT POST
000004	+	3012	690	6200	0.01	test bt DO NOT POST
	-					
	-					
	-					
	-					
	-					
	-					
	-					
000005	-					

The status bar at the bottom indicates "Errors occurred (1 errors, 0 warnings). See details in error log".

This is a close-up view of the budget lines table from the previous screenshot. The row with Line 000005 is highlighted in yellow. The columns are: Line, +/-, Funds Center, Commitment item, Functional Area, and Amount. The data for this row is: 000005, -, (empty), (empty), (empty), (empty).

Line	+/-	Funds Center	Commitment item	Functional Area	Amount
000003	-	3012	510	7900	
000004	+	3012	690	6200	
	-				
	-				
	-				
	-				
	-				
	-				
	-				
000005	-				

POSITION CHANGE FORMS – SOME COMMON ERROR MESSAGES

- “INVALID COSTCENTER” – Contact your Budget Analyst.
- “FTE” - Please enter a value > 0 and <=1 for item 01 – In general your FTE will be 1 indicating a whole position but in the case of an itinerant for example it could be .2.
- “End Date is Invalid” – Any full-time position being deleted will show an end date of 12/31/9999. **That date must be corrected to the actual end date.**
- “The begin date for item 1 is not in fiscal year 2009” – Be sure your beginning and ending dates fall within the fiscal year shown in the Header data.

SAP TRANSACTIONS DISCUSSED IN THE BUDGET MANUAL

- View a school’s budget: Y_SED_05000006
- Budget Transfers: ZFMBB
- Organizational Structure: PPO4
- Display HR Master Data: PA20
- Create a PCF: ZHRPCFC
- Change/Delete a PCF: ZHRPCFU
- Display a PCF: ZHRPCFD
- Display the PCF Item List: Y_SED_95000329

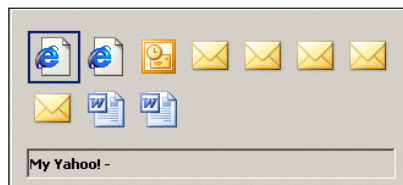
TOGGLE BETWEEN SCREENS

There will be times when it will be helpful to you to have more than one screen open if you need to work with multiple screens. If you are not familiar with this process, the following may help you.

- As you can see from the screen print of the task bar below five different screens are open. You are able to open Outlook, multiple sessions of SAP, Word, Excel, etc.



- To work between screens you can either click on the icon on the taskbar (see “WORD button depressed” on task bar above) or you can “TOGGLE” between screens
- To “TOGGLE” you will **hold** the “ALT” key and hit the “TAB” key one time. This will open a window which shows all sessions you have open. While still holding the “ALT” key hit the “TAB” key as it highlights each session. When the session you want to toggle to is highlighted, let go of the



SCREEN PRINT

Sometimes when you encounter an error message or other difficulty with an SAP transaction it is helpful for us to see your screen. Often we ask for screen prints to be emailed to us. That may enable us to identify the problem. If you are asked to send a screen print, open a new email message and address it to your Budget Analyst. Place the cursor in the body of the message. Then go to the screen where the problem is occurring, and

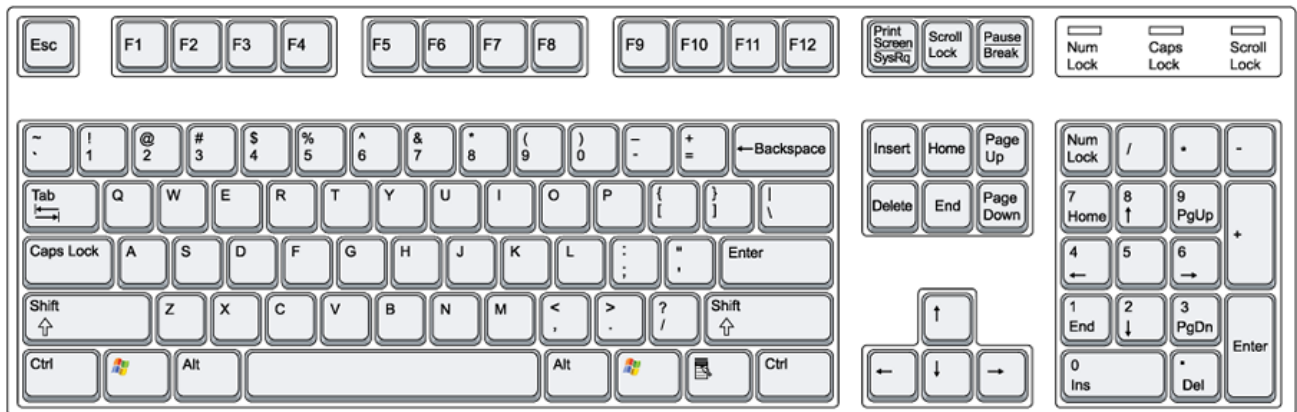
- 1) Hit the “Print Screen” key on your keyboard next to the F12 key on your top row of keys, **OR**



- 2) Hit the “Ctrl” and “C” keys at the same time. Either of these will “Copy” your screen.



- 3) Return to the body of your email message and hit the “Ctrl” “V” keys at the same time. This will paste your screen.



FUNCTIONS (Functional Area)			
5100	BASIC EDUCATION	7300	SCHOOL ADMINISTRATION
5200	EXCEPTIONAL EDUCATION	7400	FACILITIES ACQUISITION & CONSTRUCTION
5300	VOCATIONAL EDUCATION	7500	FISCAL SERVICES
5500	PREKINDERGARTEN EDUCATION	7600	FOOD SERVICES
5900	OTHER INSTRUCTION (NON-FEFP INSTRUCTION)	7700	CENTRAL SERVICES
6100	PUPIL PERSONNEL SERVICES	7800	PUPIL TRANSPORTATION SERVICES
6200	INSTRUCTIONAL MEDIA SERVICES	7900	OPERATION OF PLANT
6300	INSTRUCTION & CURRICULUM DEVELOPMENT	8100	MAINTENANCE OF PLANT
6400	INSTRUCTIONAL STAFF TRAINING SERVICES	8200	ADMINISTRATIVE TECHNOLOGY SERVICES
6500	INSTRUCTION RELATED TECHNOLOGY	9100	COMMUNITY SERVICES
7100	SCHOOL BOARD	9200	DEBT SERVICE
7200	GENERAL ADMINISTRATION		
OBJECTS (Commitment Items)			
110	ADMINISTRATOR SALARY	510	SUPPLIES
120	CLASSROOM TEACHER SALARY	520	TEXTBOOKS
130	OTHER CERTIFIED INSTRUCTIONAL SALARY	521	COUNTY FREE
140	PERMANENT SUBSTITUTE TEACHER SALARY	522	STATE FREE
150	PARAPROFESSIONAL SALARY	523	FLEXIBILITY
160	OTHER SUPPORT PERSONNEL SALARY	530	PERIODICALS
170	BOARD MEMBERS & ATTORNEY SALARY	540	OIL AND GREASE
200	EMPLOYEE BENEFITS	550	REPAIR PARTS
210	RETIREMENT	560	TIRES AND TUBES
220	SOCIAL SECURITY	570	FOOD (For Food Service Program)
230	GROUP INSURANCE	580	COMMODITIES
231	HEALTH INSURANCE	590	OTHER MATERIALS & SUPPLIES
232	LIFE INSURANCE	610	LIBRARY BOOKS
240	WORKER'S COMPENSATION	611	LIBRARY BOOKS, NEW LIBRARIES
250	UNEMPLOYMENT COMPENSATION	612	LIBRARY BOOKS, EXISTING LIBRARIES
290	OTHER EMPLOYEE BENEFITS	620	AUDIO VISUAL MATERIALS(NON-CONSUMABLE)
294	FLEX BENEFITS	621	AV MATERIALS \$750 OR MORE
296	TERMINAL PAY - ADMINISTRATORS	622	AV MATERIALS LESS THAN \$750
297	TERMINAL PAY - TEACHERS	630	BUILDINGS & FIXED EQUIPMENT
298	TERMINAL PAY - OTHER CERTIFIED	640	FURNITURE, FIXTURES, EQUIPMENT
299	TERMINAL PAY - OTHERS	641	EQUIPMENT \$750 OR MORE
310	PROFESSIONAL & TECHNICAL SERVICES	642	EQUIPMENT LESS THAN \$750
311	PROFESS & TECH SVCS (Non SUB-AGREEMENTS)	643	COMPUTER HARDWARE \$750 OR MORE
312	PROFESS & TECH SUB AGREE (in excess of \$25,000)	644	COMPUTER HARDWARE LESS THAN \$750
314	PROFESS & TECH SUB AGREE (first \$25,000)	650	MOTOR VEHICLES
313	SUBSTITUTES - CONTRACTED	651	BUSES
320	INSURANCE & BOND PREMIUMS	652	MOTOR VEHICLES OTHER THAN BUSES
330	TRAVEL	660	LAND
331	IN-COUNTY	670	IMPROVEMENTS OTHER THAN BUILDINGS
332	OUT-OF-COUNTY	671	CAPITAL IMPROVEMENTS OTHER THAN BLDG
333	OUT-OF-STATE	672	NON-CAPITAL IMPROVEMENTS OTHER THAN BLDG
334	CONFERENCE REGISTRATION FEES	680	REMODELING AND RENOVATIONS
350	REPAIRS & MAINTENANCE	681	CAPITAL REMODELING AND RENOVATIONS
360	RENTALS	682	NON-CAPITAL REMODELING AND RENOVATIONS
370	COMMUNICATIONS	690	COMPUTER SOFTWARE
371	POSTAGE	691	SOFTWARE \$750 OR MORE
372	CELLULAR PHONES	692	SOFTWARE LESS THAN \$750
373	TELEPHONES	710	REDEMPTION OF PRINCIPAL
380	PUBLIC UTILITY OTHER THAN ENERGY SERVICES	720	INTEREST
382	RECYCLING	730	DUES AND FEES
383	GARBAGE	740	JUDGMENTS/SETTLEMENT OF LITIGATION
385	WATER & SEWER	750	OTHER PERSONAL SERVICES (Temp employees)
386	WATER	790	MISCELLANEOUS SERVICES (Incl indirect cost)
390	OTHER PURCHASED SERVICES (Non SUB-AGREEMENTS)		
391	OTHER PURCH SVCS SUB AGREE (first 25,000)		
392	OTHER PURCH SVCS SUB AGREE (in excess of 25,000)		
400	ENERGY SERVICES		
410	NATURAL GAS		
420	BOTTLED GAS		
430	ELECTRICITY		
440	HEATING OIL		
450	GASOLINE		
460	DIESEL FUEL		
490	OTHER ENERGY SERVICES		
<p>ITEMS INDENTED are considered subjects or subcommitment items. PLEASE BUDGET FUNDS TO THE OBJECT, BUT EXPEND TO THE SUBOBJECT.</p>			

Budget Contacts by School:

3006	Martina
3012	Julieta
3014	Martina
3015	Severina
3016	Emilie
3018	Emilie
3019	Julieta
3020	Emilie
3021	Emilie
3025	Jennifer
3030	Julieta
3031	Jennifer
3032	Susan
3033	Susan
3035	Susan
3037	Julieta
3038	Susan
3039	Martina
3040	Martina
3041	Martina
3043	Martina
3044	Martina
3045	Emilie
3046	Julieta
3048	Emilie
3049	Martina
3051	Julieta
3057	Julieta
3059	Severina
3062	Jennifer
3063	Jennifer
3064	Severina
3065	Julieta
3066	Jennifer
3068	Emilie
3069	Jennifer
3070	Jennifer
3071	Severina
3072	Julieta
3073	Severina
3074	Julieta
3075	Susan

3076	Emilie
3077	Julieta
3078	Julieta
3079	Julieta
3080	Emilie
3081	Martina
3082	Emilie
3083	Emilie
3084	Emilie
3085	Julieta
3086	Susan
3087	Emilie
3088	Emilie
3089	Emilie
3090	Susan
3091	Emilie
3092	Jennifer
3093	Emilie
3094	Julieta
3095	Emilie
3096	Susan
3097	Severina
3098	Emilie
3099	Emilie
3106	Julieta
3107	Susan
3116	Severina
3124	Severina
3128	Severina
3141	Julieta
3142	Severina
3143	Julieta
3144	Emilie
3145	Susan
3146	Jennifer
3148	Severina
3149	Severina
3150	Severina
3152	Jennifer
3153	Susan
3154	Jennifer
3155	Jennifer

3158	Julieta
3159	Severina
3162	Severina
3163	Severina
3164	Julieta
3165	Susan
3166	Julieta
3168	Jennifer
3169	Emilie
3170	Julieta
3176	Martina
3181	Martina
3182	Martina
3185	Martina
3198	Martina
3202	Severina
3203	Severina
3205	Emilie
3206	Julieta
3207	Jennifer
3208	Julieta
3209	Julieta
3210	Severina
3211	Jennifer
3212	Jennifer
3213	Jennifer
3214	Emilie
3215	Emilie
3216	Jennifer
3217	Julieta
3218	Severina
3219	Jennifer
3220	Severina
3221	Emilie
3222	Severina
3223	Susan
3224	Susan
3225	Julieta
3226	Julieta
3227	Emilie
3228	Emilie
3229	Severina

3230	Emilie
3231	Julieta
3232	Severina
3233	Julieta
3234	Severina
3235	Emilie
3236	Severina
3237	Susan
3238	Jennifer
3239	Julieta
3240	Julieta
3241	Susan
3242	Severina
3243	Severina
3244	Jennifer
3245	Severina
3246	Julieta
3247	Julieta
3248	Susan
3249	Severina
3250	Severina
3251	Severina
3252	Emilie
3253	Jennifer
3254	Jennifer
3255	Severina
3256	Jennifer
3257	Julieta
3258	Severina
3259	Jennifer
3260	Susan
3262	Emilie
3263	Julieta
3264	Emilie
3265	Susan
3266	Severina
3267	Jennifer
3269	Emilie
3270	Severina
3279	Jennifer
3280	Susan
3285	Susan

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