



FY 2010-11 Budget Instructions

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DATA ENTRY

Introduction to Data Entry

The budget instructions will serve primarily as a reference and secondarily as a guide for creation of your budget requests for fiscal year 2010 – 2011 (FY 2011). This year IBM's Cognos "TM1", a new budget development system, is being introduced. Cognos will function as the home of many of the documents previously developed by hand. Consequently, the budget instructions include a section dedicated to navigating Cognos (*Cognos System Instructions*: see page 3) as well as a reference section for frequently asked questions about Cognos (see page 25).

Budget Request Forms

Budget request forms are used to build your respective school or central office budget. Though there are few changes for FY 2011 to the forms, their location (Cognos) and the method by which they are filled out and approved (electronically) are notable. A brief description of the function and purpose of these forms and how they are used in Cognos is below:

Note: *When you initially login to Cognos you will find for your school or office location, data from the current fiscal year 2009 – 2010 (FY 2010).*

BUDD 1: Budget Request Summary

BUDD 1 forms summarize your discretionary budget requests for each of your funding sources. In Cognos BUDD1 is now referred to as the *Discretionary Spending* input form. The form is pre-populated with account strings that were used in FY 2010. All dollar values are set to zero.

BUDD 2: Budget Request Detail Personnel & Non-Salary Services

BUDD 2 is the primary budgeting method for your department, school, or office staff. In Cognos BUDD2 is now referred to as the *Personnel Expenditure* input form. The form is pre-populated with PeopleSoft HCM data as of the start date of the budget development. In your Cognos BUDD2 forms you can view your FY 2010 staff and make adjustments to existing staffed positions from FY 2010 for FY 2011.

BUDD 4: New Position Request

BUDD 4 is the method by which you request new positions. In Cognos the BUDD 4 process is not a standalone form. Instead, new positions are added at the bottom of your existing staffed positions from FY 2010. Thus, in Cognos BUDD 2 and BUDD 4 are merged into the *Personnel Expenditure* form. For reference, both a comprehensive and frequently used list of job codes can be found in Appendix (see page 36).

BUDD 5: New Non-Personnel Line Item Request


BUDD 5 is used for all new non-salary / non-personnel budget line items you wish to request. In Cognos the BUDD 5 process is not a standalone form. Instead, new items are added at the bottom of your existing list of objects in BUDD1 from FY 2010. Thus, in Cognos BUDD 1 and BUDD 5 are merged into the *Discretionary Spending* form.

Cognos System Instructions

We will use Cognos to build, approve, and manage the budget in FY 2011 and thereafter. For those familiar with our budget development process this section will serve as a key to show you where to go to electronically enter or manipulate data; previously you would have developed and submitted your budget manually through the use of printed forms.

Step 1: Logging in to Cognos

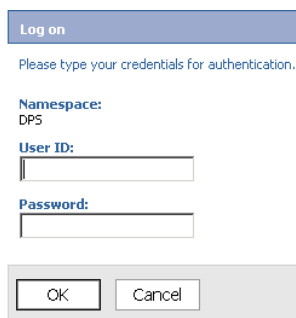
Go to <http://cognosweb/tm1web/>. (We recommend that you save it as a Favorite when you first access it.) You will see this screen. In training you should choose *dps_sandbox* as the TM1 Server. When you are actually entering your budget, your only choice will be *dps_prod*.



TM1 Server: Refresh

Log In

Type in your username and password (Cognos login / password are identical to your e-Mail login / password)



Log on

Please type your credentials for authentication.

Namespace:
DPS

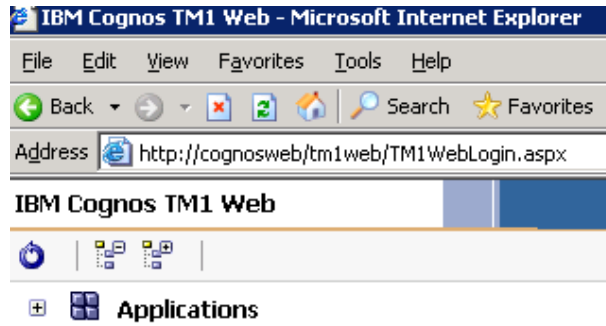
User ID:

Password:

OK Cancel

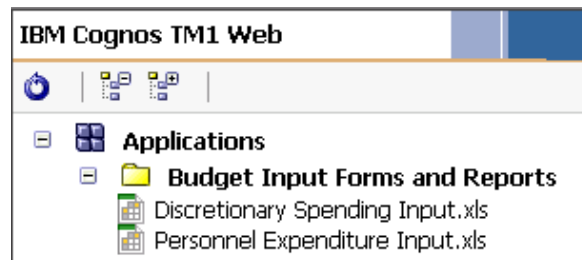
Step 2: The Cognos web control panel command buttons

As soon as you successfully logon you will come to the main web control panel that will look like this.

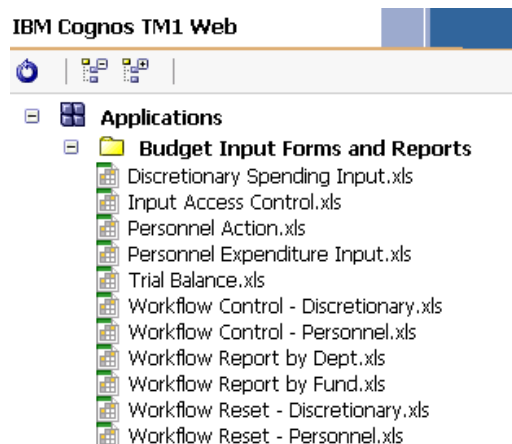


Depending on your security setting and your role as either a budget inputter, or a reviewer you will see the Budget Input Forms and Reports when you click on the '+' next to Applications; and the list of available forms and reports when you click on the '+' next to Budget Input Forms and Reports.

If you are an inputter you will see this.



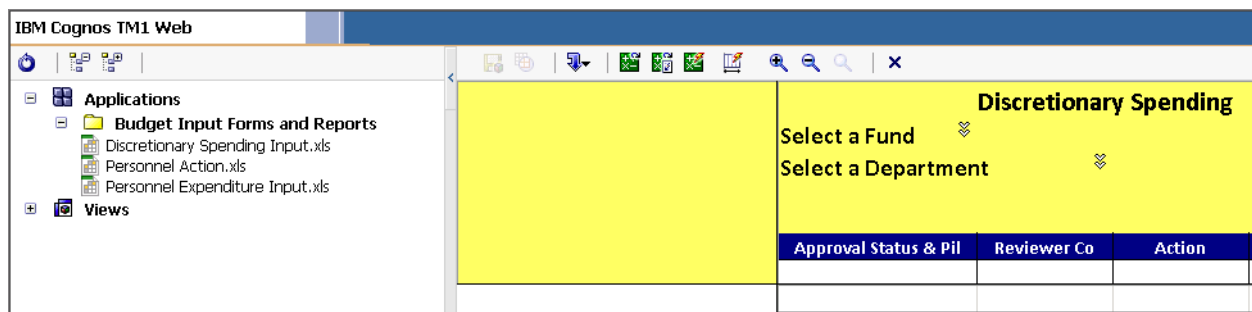
If you are a reviewer you will see some or all of these additional objects.




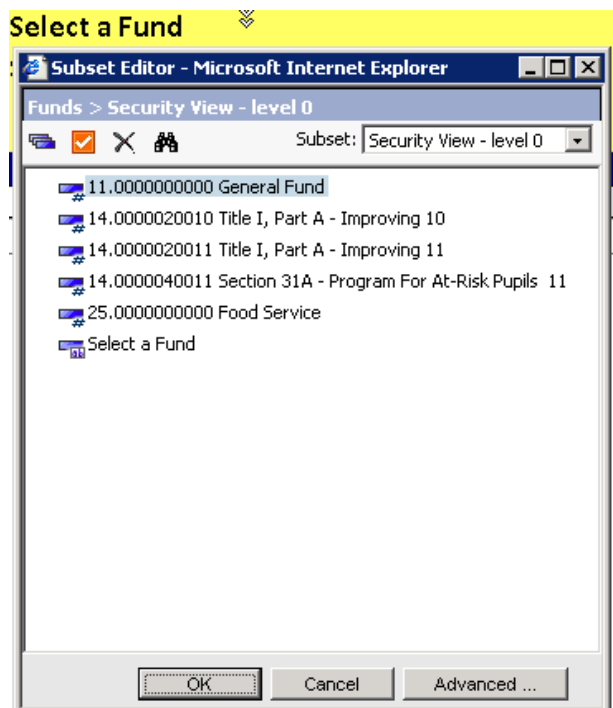
Step 3: Pulling up your department or school budget

Every input form and report asks you what funding source and department you want to see. The funding source choices are Fund.Project combinations. The department choices are Finance Departments, not a PeopleSoft HR Departments. You will only see the funding sources and departments that are within your area of responsibility.

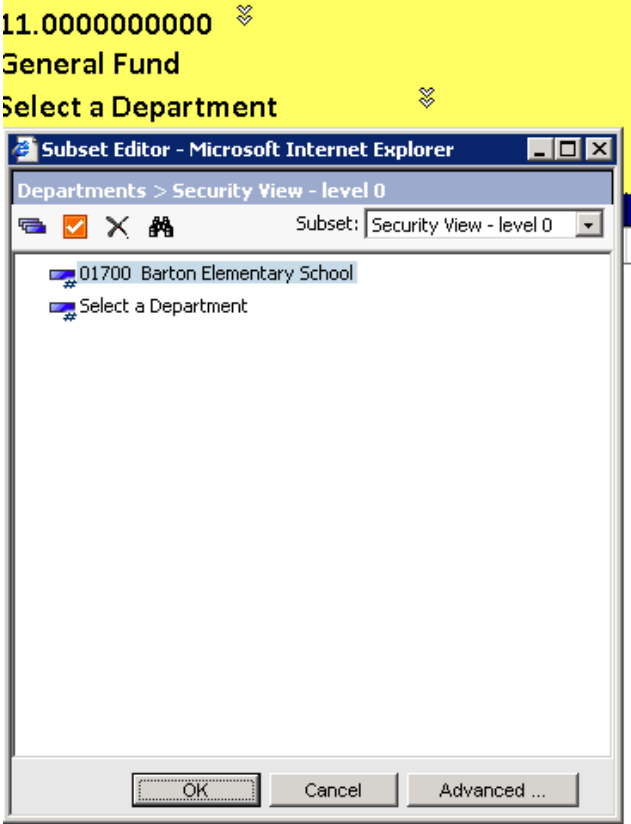
Upon clicking on a form or report in the web control panel (here, Discretionary Spending Input), you will see this.



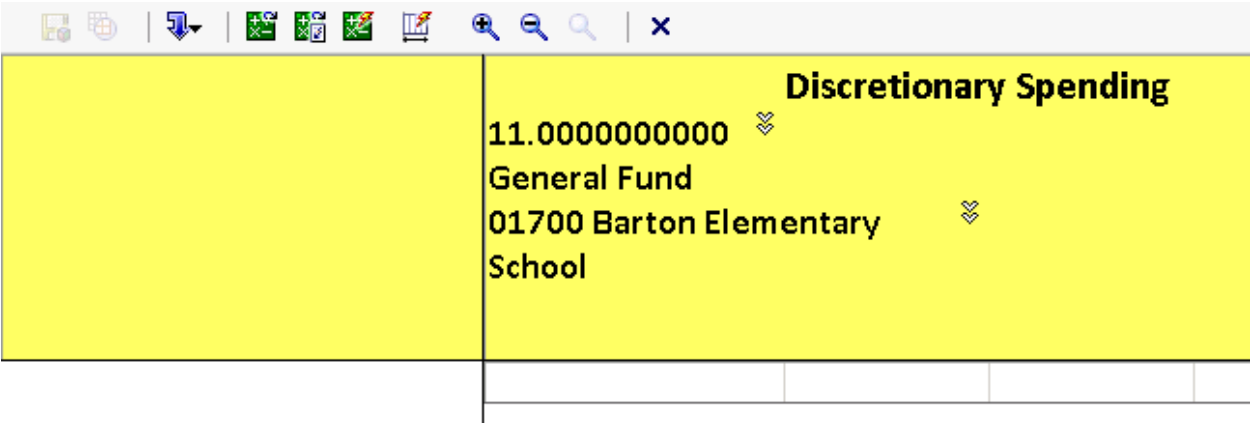
Click on the double down arrows  next to Select a Fund to see your authorized choice of funding sources. Then highlight a funding source and click on OK.



Next click on the double down arrow next to Select a Department to see your authorized choice of departments. Then click on a department and click on OK.




The selection is complete.



One more step is required to generate the form or report. There is a row of icons just above the form or report.

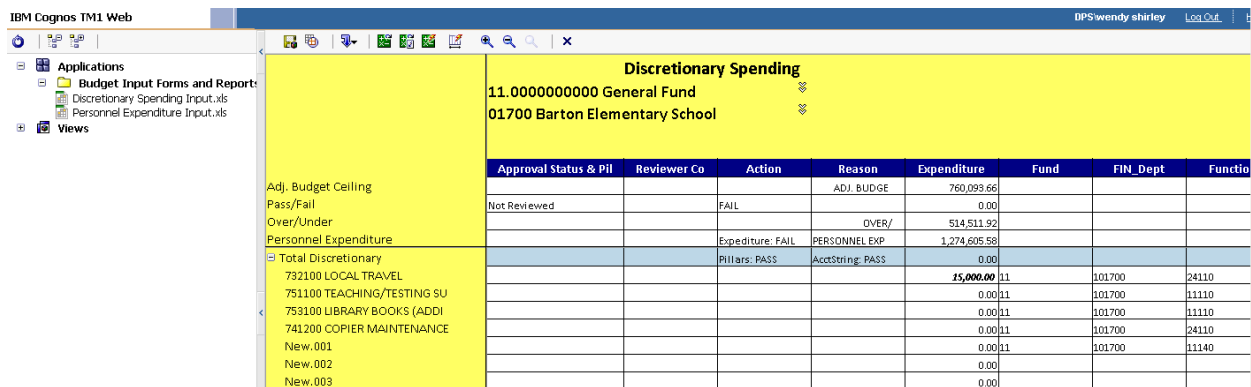


The *leftmost* of the green icons, , controls calculation. Click on it *once* to read data from the database and generate the form or report. As the form is being generated you will see a progress bar in the lower right corner of the screen. This confirms that the form is being created.



The form appears. Some forms will generate in just a couple of seconds, but others can take as long as half a minute. You cannot rush the process. The forms are quite complex internally and some funding source-department combinations access very large volumes of data. Every effort has been made to make the generation as quick as possible. After the initial calculation there is no need to recalculate during your logon session.

You will see that the space available to view the form on the screen is initially limited by the selection area of the web control panel at the left.

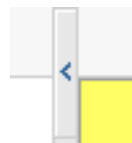


IBM Cognos TM1 Web | DPSwendy.shirley | Log Out

Discretionary Spending
11.0000000000 General Fund
01700 Barton Elementary School

Approval Status & PII	Reviewer Co	Action	Reason	Expenditure	Fund	FIN_Dept	Function
Adj. Budget Ceiling			ADJ. BUDGE	760,099.66			
Pass/Fail		FAIL		0.00			
Over/Under			OVER/	514,511.92			
Personnel Expenditure		Expenditure: FAIL	PERSONNEL EXP	1,274,605.58			
Total Discretionary		Pillars: PASS	AccesString: PASS	0.00			
732100 LOCAL TRAVEL				15,000.00	11	101700	24110
751100 TEACHING/TESTING SU				0.00	11	101700	11110
753100 LIBRARY BOOKS (ADDI				0.00	11	101700	11110
741200 COPIER MAINTENANCE				0.00	11	101700	24110
New.001				0.00	11	101700	11140
New.002				0.00			
New.003				0.00			

You can minimize the left side by click on the left arrow on the grey bar that separates the control panel from the form.

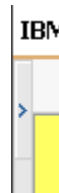


This causes more of the form to appear.

IBM Cognos TM1 Web DPSwendy shirley Log Out

Discretionary Spending										
11.000000000 General Fund										
01700 Barton Elementary School										
Approval Status & PII	Reviewer Co	Action	Reason	Expenditure	Fund	FIN_Dept	Function	Program	Sub-Program	
Adj. Budget Ceiling			ADJ. BUDGE	760,093.66						
Pass/Fail	Not Reviewed	FAIL		0.00						
Over/Under			OVER/	514,511.92						
Personnel Expenditure		Expenditure: FAIL	PERSONNEL EXP	1,274,605.58						
⇒ Total Discretionary		PII: Pass: PASS	Accounting: PASS	0.00						
732100 LOCAL TRAVEL				15,000.00	11	101700	24110	24100	00000	732100
751100 TEACHING/TESTING SU				0.00	11	101700	11110	00100	00000	751100
753100 LIBRARY BOOKS (ADDI				0.00	11	101700	11110	00100	00000	753100
741200 COPIER MAINTENANCE				0.00	11	101700	24110	24100	00000	741200
New.001				0.00	11	101700	11140	00020	00000	517910
New.002				0.00						
New.003				0.00						

If you want to see the web control panel again, click on the right arrow at the left edge of the screen.




More information on using the forms and reports is presented below, starting in Step 6.

Step 4: Printing from Cognos

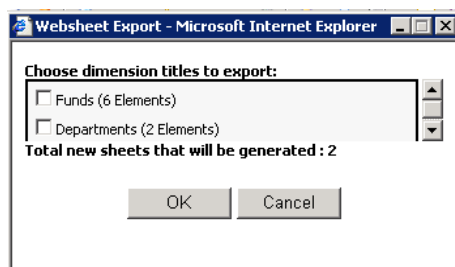
Cognos' Excel-based web pages can best be printed from a downloaded Excel workbook using the built-in capability of Excel. The print capability of Microsoft Internet Explorer itself is not sufficiently flexible to print the wide, multipage reports that Cognos generates directly from the web. The next section describes the downloading process.

Step 5: Downloading data to Microsoft Excel or Adobe (pdf) from Cognos

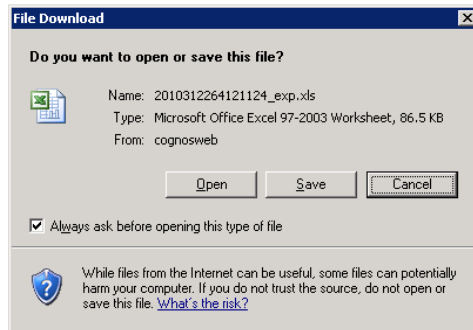
To download from Cognos you must first generate the form or report. Then click on the Export icon  in the row of icons above the form or report. After you click on it you will be presented with these choices.



The second choice, *Snapshot to Excel*, is the best choice. It creates an Excel workbook that prints correctly, although it holds only the data and no formulas. When you click on *Snapshot to Excel* this will appear.



Click on OK to see the form or report you have on the screen with its current Fund and Department choice. If you want a multi-tabbed workbook with additional Fund-Department combinations that you have access to then check the Funds, Departments, or both, checkboxes. After you click on OK you will see this standard Microsoft query.



If you choose Open the form or report will appear in Excel.

Discretionary Spending											
11.0000000000 General Fund											
01700 Barton Elementary School											
Approval Status & Pillar	Viewer	Commer	Action	Reason	Expenditure	Fund	FIN_Dept	Function	Program	Sub-Program	
Adj. Budget Ceiling				ADJ. BUDGET C	760,099.66						
Pass/Fail			FAIL		0.00						
Over/Under				OVER/UN	514,511.92						
Personnel Expenditure			Expenditure: FAIL	PERSONNEL EXPEND	1,274,605.58						
Total Discretionary			Pillars: PASS	AcctString: PASS	0.00						
7932100 LOCAL TRAVEL					0.00	11	101700	24110	24100	00000	7921
751100 TEACHING/TESTING SUPPLIES					0.00	11	101700	11110	00100	00000	7511
753100 LIBRARY BOOKS (ADDITIONS)					0.00	11	101700	11110	00100	00000	7531
741200 COPIER MAINTENANCE					0.00	11	101700	24110	24100	00000	7412
New.001					0.00	11	101700	11140	00020	00000	5179
New.002					0.00						
New.003					0.00						
New.004					0.00						

Now you can print using the usual Excel print functionality. Your other option, Save, allows you to save the workbook at any location on the network that you have been given access to. If you are having difficulty printing or saving, contact the help desk. The first and third choices that appear when you click on , *Slice to Excel* and *Export to PDF* do not produce ideal results for DPS' output. The *Slice to Excel* includes all of the embedded formulas specific to the Cognos software, and the formulas will only work on computers on which that software has been installed. Only administrators, and people doing budget input, have access to such computers. *Export to PDF* limits output on each page to what fits in portrait mode, and even if landscape is chosen a portrait-sized selection will appear on each landscape oriented page. Most multi-columned DPS output does not display well with this constraint

Step 6: Navigating, entering and saving your budget in Cognos

The most effective way to create your budget is to have a plan in place before actually doing your input. You can download or print the Discretionary Spending and Personnel Expenditure input forms prior to beginning work, and use them off line for reference as

you develop your ideas. Once you have a fairly clear idea of how you want your budget to look, only then should you logon to Cognos to do your data entry and see the exact results of your work.


When you logon and load and calculate one of your forms you will notice this string of icons above the form. Some were explained above. The others will be addressed now.

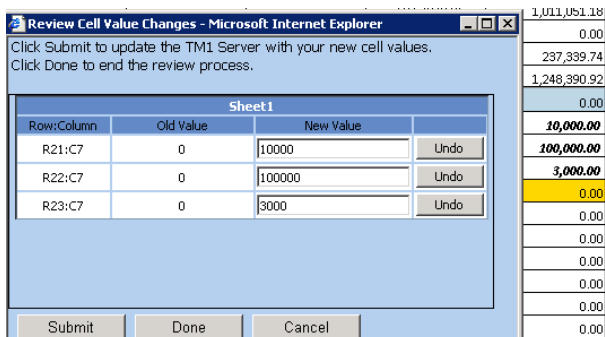


The two leftmost icons allow you to submit or review data changes.




These two icons are initially disabled, but they become enabled as soon as you enter a value on the screen and scroll or tab to another cell. If you click on the one on the right

 you can review the data you have changed on the screen in a new window.



Notice that changed data appears in bold italics on the form itself. In the *Review Cell Value Changes* window you can undo any of your changes and Submit them to the database. Clicking on Done will cause you to exit the window, and the data will remain unsubmitted.

If you do not care to review your changes you can simply submit them directly from the main window by clicking on . The data update will take from a second or two, to as long as 15 or 20 seconds on the larger departments. The progress bar will show that Cognos is updating. Submitting the data also triggers a recalculation of the web page, although it does not refresh your department with a re-read of the data in the database.

You should avoid clicking on Recalculate  as a substitute for Submit . Recalculating takes extra time because re-reads the database. This is unnecessary

because only you can change the data while you are in your session; nobody else can change it during that time.

Your session will automatically “time-out” and log you out after 30 minutes of idle time. Any data not submitted will be lost.

If you have made changes but have not yet submitted them and want your web screen to revert to displaying the data as it was immediately after you last submitted, click on the Rebuild Active Forms icon. This is the middle one of the three green icons.



If a column is too narrow to display a large value, the value will appear as a string of #'s. To widen the column sufficiently, highlight the cell where this has occurred and click on this icon.



Finally, these three icons control respectively, zoom in, zoom out and normal view.



Step 7: Exploring the Discretionary Spending Input Form

The Discretionary Spending input form is based on the old BUDD1 paper form. After you bring up the form and select your Fund and Department (see Step 3, above), you will see the screen below.

IBM Cognos TM1 Web

Discretionary Spending					
11.0000000000 General Fund					
01700 Barton Elementary School					
Approval Status & Pil	Reviewer Co	Action	Reason	Expenditure	
Adj. Budget Ceiling			ADJ. BUDGE	760,093.66	
Pass/Fail	Not Reviewed	FAIL		0.00	
Over/Under			OVER/	514,511.92	
Personnel Expenditure		Expenditure: FAIL	PERSONNEL EXP	1,274,605.58	
Total Discretionary		Pillars: PASS	AcctString: PASS	0.00	
732100 LOCAL TRAVEL				0.00	
751100 TEACHING/TESTING SU				0.00	
753100 LIBRARY BOOKS (ADDI				0.00	
741200 COPIER MAINTENANCE				0.00	
New.001				0.00	
New.002				0.00	
New.003				0.00	
New.004				0.00	
New.005				0.00	
New.006				0.00	
New.007				0.00	

IBM Cognos TM1 Web

DPS\wendy shirley Log Out Help

Fund	FIN_Dept	Function	Program	Sub-Program	Obj	Project
Adj. Budget Ceiling						
Pass/Fail						
Over/Under						
Personnel Expenditure						
Total Discretionary						
732100 LOCAL TRAVEL	101700	24110	24100	00000	732100	0000000000
751100 TEACHING/TESTING SU	101700	11110	00100	00000	751100	0000000000
753100 LIBRARY BOOKS (ADDI	101700	11110	00100	00000	753100	0000000000
741200 COPIER MAINTENANCE	101700	24110	24100	00000	741200	0000000000
New.001						
New.002						
New.003						
New.004						
New.005						
New.006						
New.007						

The fields in the Discretionary Spending Input Form are briefly described below. These field headings generally apply to the input area, which is below the upper freeze pane. In the upper freeze pane itself, the field headings are less relevant.

-
- a. **Approval Status & Pillars** – In this field, on the *Pass/Fail* row, you will see the current level of approval for your completed input. Levels can be *Approved – Initial Level*, *Approved – Second Level*, *Approved – Third Level*, and *Approved – Final*. On the rows below *Total Discretionary* you can choose from dropdown list the Pillar that applies to the expenditure that you enter on each row. The following are definitions for each pillar:
-
1. **Master Education Plan for 21st Century Teaching and Learning** – any expenditure pertaining to the direct education of students.
 2. **Safe and Secure Learning Environments** – expenditures related to the safety of students.
 3. **Master Facilities Plan** – expenses related to the maintenance of our buildings or work related to the development of new buildings.
 4. **Parent and Community Involvement** – costs associated with developing programs for parents and community leaders.
 5. **Master Long-Term Financial Plan** – expenditures needed to develop and accomplish DPS' long-term financial goals.
-
- b. **Reviewer Comment** -- Normally, on the *Pass/Fail* row, you will see “OK” and the reviewer’s initials if your input was approved. Otherwise you will see a “0”. On other rows the reviewer can add additional comments.
- c. **Action** – On the rows down to and including *Total Discretionary* you will see whether, overall, your input has passed (on the *Pass/Fail* row); whether your proposed Discretionary Spending total expenditures have passed (on the *Personnel Expenditure* row); and whether you have selected a Pillar for every proposed expenditure. In the rows below *Total Discretionary* you are able to specify whether you want to Add an expenditure item.
- d. **Reason** -- This free-form field allows you to justify why you want to add an expenditure.
- e. **Expenditure** – The proposed amount to be spent
- f. **Fund** – Not writable. Will always match the Fund
- g. **FIN_Dept** – Not writable. Will always match map to the Department
- h. **Function** – Fund, Function and Obj. combination should always be FID-compliant.
- i. **Program** – This is a free-form field allowing you to expand on the function or object.
- j. **Sub-Program** – This is a free-form field allowing you to expand on the object.
- k. **Obj** – Program, Sub-Program and Obj. combination should always be FID-compliant.
- l. **Project** – Not writable – will always match the Project in the funding source
-

Step 8: Discretionary Spending Data Entry

The Discretionary Spending Input Form is pre-populated with the account strings for which data was entered in the prior fiscal year budget. Prior year budgeted expenditures are not brought in, however. If you want to use one of the existing account strings, enter a value in the Expenditure field on the relevant row.

Discretionary Spending					
11.0000000000 General Fund					
01700 Barton Elementary School					
Approval Status & PII	Reviewer Co	Action	Reason	Expenditure	
Adj. Budget Ceiling			ADJ. BUDGE	760,093.66	
Pass/Fail	Not Reviewed	FAIL		0.00	
Over/Under			OVER/	519,904.71	
Personnel Expenditure		Expenditure: FAIL	PERSONNEL EXP	1,279,998.37	
Total Discretionary		Pillars: PASS	AcctString: PASS	0.00	
732100 LOCAL TRAVEL				15,000.00	

If you want to add an Expenditure for a new account string you should click in the Action field on a row labeled *New.001*, *New.002*, etc. A dropdown will appear and you should click on Add.

Approval Status & PII	Reviewer Co	Action	Reason	Expenditure
Adj. Budget Ceiling				
Pass/Fail	Not Reviewed	FAIL		
Over/Under				
Personnel Expenditure		Expenditure: FAIL	PERS	
Total Discretionary		Pillars: PASS	AcctS	
732100 LOCAL TRAVEL				
751100 TEACHING/TESTING SU				
753100 LIBRARY BOOKS (ADDI				
741200 COPIER MAINTENANCE				
New.001				
New.002				
New.003				
New.004				

Note: Any budgeted compensation not tied to a PCN (overtime, workshops, etc.) should be entered on the Discretionary Spending screen. In addition, you need to enter a budgeted amount for the pension (object code 628200 - take the budgeted compensation and multiply by 0.1941), and you need to enter a budgeted amount for the payroll taxes (object code 628300 - take the budgeted expenditure and multiply by 0.0765).

You can add multiple items at once, and then click on the Submit icon. This will populate the Fund, FIN_Dept and Project fields for the added rows.

Action	Reason	Expenditure	Fund	FIN_Dept	Function	Program	Sub-Program	Obj	Project
	ADJ. BUDGE	1,011,051.18							
FAIL		0.00							
	OVER/	237,339.74							
Expenditure: FAIL	PERSONNEL EXP	1,248,390.92							
Pillars: PASS	AcctString: PASS	0.00							
		0.00	11	101700	24110	24100	00000	732100	0000000000
		0.00	11	101700	11110	00100	00000	751100	0000000000
		0.00	11	101700	11110	00100	00000	753100	0000000000
		0.00	11	101700	24110	24100	00000	741200	0000000000
Add		0.00	11	101700					0000000000

Now you can enter the appropriate Pillar, Reason, Expenditure, Function, Program, Sub-Program and Object for the added item. Dropdowns will appear for all entries except Reason and Expenditure:

Pillar	Function	Program	Sub-Program	Object
Master Education Plan for 21st Century Teaching and Learning	11001	00000	00000	516550
Safe and Secure Learning Environments	11100	00020	00001	517100
Master Facilities Plan	11110	00050	00002	517600
Parent and Community Involvement	11140	00060	00003	517910
	11200	00100	00006	517920
	11220	00110	00008	517930
	11300	00117	00022	517940

To delete an expenditure you should click in the Action field on the same row as the Expenditure. A dropdown will appear and you should click Delete. After you Submit your change the Expenditure will go to zero and the account string will be removed. To undo a deletion select the blank entry in the dropdown, and the value and account string expenses will reappear.

	Approval Status & PII	Reviewer Co	Action
Adj. Budget Ceiling			
Pass/Fail	Not Reviewed		FAIL
Over/Under			
Personnel Expenditure			Expenditure: FAIL PER:
Total Discretionary			Pillars: PASS Acc
732100 LOCAL TRAVEL			
751100 TEACHING/TESTING SU			
753100 LIBRARY BOOKS (ADDI			
741200 COPIER MAINTENANCE			
New.001			
New.002			Add
New.003			Delete
New.004			

Step 9: Checking / Validating Changes to BUDD 1 Data

If your *Pillars* are entered for every account string for which you have a non-zero *Expenditure* entry, and your account string is complete you will see *Pillars:PASS* and *AcctString:PASS* on the *Total Discretionary* row in the *Action* and *Reason* fields. And if both of these conditions are have been achieved and your *Total Discretionary* value matches (within one dollar) the *Adj. Budget Ceiling* less the *Personnel Expenditure* amount from the Personnel Expenditure Input Form, as shown in the *Expenditure* field, then the overall input submission will be *PASS*. *PASS* will be shown on the *Pass/Fail* row in the *Action* column.

Action	Reason
	ADJ. BUDGET CEILING ==>
PASS	
	OVER/UNDER ==>
Expenditure: PASS	PERSONNEL EXPENDITURE ==>
Pillars: PASS	AcctString: PASS

Note that FID compliance of the account string is *not* checked by Cognos. However, output from Cognos to PeopleSoft *is* checked for FID compliance.

After *PASS* is achieved, your work will appear in a Workflow module that is accessible to your reviewer. If you are not ready for review, even with *PASS* status, we recommend that you intentionally introduce a minor error (add a very expensive item temporarily, for example) to prevent the *PASS*. When it is in review you will not be able to change your input. The reviewer will go over your form and either approve or disapprove it. It will pass up the ladder of reviewers until it obtains *Approved – Final* status. If at any level it is disapproved, as explained in Step 7, the results of the review will appear on the form, including the last reviewer’s comments. You will then be able to revise and resubmit your input.

Step 10: Exploring the Personnel Expenditure Input Form

The Personnel Expenditure input form is based on the old BUDD2 paper form. After you bring up the form and select your Fund and Department (see Step 3, above), you will see the screen below. (See the note at the end of this Step if you are entering data for Central Hub.)

IBM Cognos TM1 Web											
DPSwendy shirley Loc:Out											
11.000000000 General Fund 01700 Barton Elementary Sch		Personnel Expenditure									
	PCN	Approval Status & Pillars	Reviewer Comment	Action	Reason	Effective Date	Job	Subject	FTE	Name	Earnings Overrid
	Budget Ceiling								0.00	BUDGET CEIL	760,099.0
	Additional Revenue								0.00	ADDITIONAL REVENU	0.0
	Adj. Budget Ceiling								0.00	ADI. BUDGET CEILIN	760,099.0
	Pass/Fail	Not Reviewed		FAIL	WHAT-IF: PASS				0.00	WHAT-IF % Incr/decr	0.0
	Over/Under								0.00	OVER/UNDE	519,904.0
	Discretionary Spending				Expenditure: FAIL				0.00	DISCRETIONARY SPENDI	0.0
	Total				Pillars: FAIL	AcctString: PAS			19.90	WHAT-IF OVER/UNDE	519,904.0
	01110590					7.1.2010	X010		1.00	Shirley,Wendy	100,000.0
	01133010					7.1.2010	0250	HOMEROOM	1.00	Campbell,Chenita S	0.0
	01135850					7.1.2010	0250	HOMEROOM	1.00	Zander,Michelle F	0.0
	02586440					7.1.2010	0250	SCIENCE	1.00	Martin,Carla V	0.0
	02619490					7.1.2010	0250	HOMEROOM	1.00	Turner,Daphne	0.0
	10075340					7.1.2010	0250	COMPUTER TECHNOLOGY - O	0.60	Shepard,Ashara C	0.0
	10077909					7.1.2010	0250	HOMEROOM	1.00	Bercu,Sherry	0.0
	10077912					7.1.2010	0250	HOMEROOM	1.00	Bailey,Twanda R	0.0
	10077913					7.1.2010	0250	COMPUTER TECHNOLOGY - O	0.30	Shepard,Ashara C	0.0
	10010433					7.1.2010	9130		1.00	Briggs,Natalie	0.0
	01213710					7.1.2010	0250	KINDERGARTEN	0.50	Carreathers,Ralph	40,000.0
	02507050					7.1.2010	0250	KINDERGARTEN	0.50	Harris,Gwendolyn	40,000.0
	02638160					7.1.2010	F010		1.00	Walker,Lakisha M	30,000.0
	01460190					7.1.2010	F030		1.00	Thurman,Carolyn D	35,000.0
	10022042					7.1.2010	9130		1.00	Stafford,Vvette M	35,000.0
						7.1.2010	0250		1.00		0.0
									0.00		0.0
									0.00		0.0

IBM Cognos TM1 Web DPSwendy.shirley Log Out

11.0000000000 General Fund
01700 Barton Elementary Sch

PCN	Code	Earnings Override	HLDV Override	Earnings	HLDV	Retire	Deduction	Taxes	Total	Fund	FIN_Dept	Function	Program	Sub-Program	Obj	Project
Budget Ceiling	ET CEILI	760,093.66		0.00	0.00	0.00	0.00	0.00	760,093.66							
Additional Revenue	LR REVENU	0.00		0.00	0.00	0.00	0.00	0.00	0.00							
Adj. Budget Ceiling	ET CEILIN	760,093.66		0.00	0.00	0.00	0.00	0.00	0.00							
Pass/Fail	Pass/Fail			0.00	0.00	0.00	0.00	0.00	0.00							
Over/Under	ER/UNDE	488,297.26		0.00	0.00	0.00	0.00	0.00	488,297.26							
Discretionary Spending	SPENDE	0.00		0.00	0.00	0.00	0.00	0.00	0.00							
Total	ER/UNDE	488,297.26		802,519.00	14,910.88	20,164.08	35,074.96	7,947.20	146,907.16	101700	24110	24100	00000	00000	51150	0000000000
01110590		0.00		103,885.00	14,910.88	20,164.08	35,074.96	7,947.20	146,907.16	101700	24110	24100	00000	00000	51150	0000000000
01133010	ta S	0.00		72,516.00	18,392.79	14,075.36	32,468.15	5,547.47	110,531.62	101700	11110	00100	00000	00000	51240	0000000000
01135850	e F	0.00		72,516.00	18,392.79	14,075.36	32,468.15	5,547.47	110,531.62	101700	11110	00100	00000	00000	51240	0000000000
02586440		0.00		72,516.00	18,392.79	14,075.36	32,468.15	5,547.47	110,531.62	101700	11110	00100	00000	00000	51240	0000000000
02619430		0.00		72,516.00	14,910.79	14,075.36	28,986.15	5,547.47	107,049.62	101700	11110	00100	00000	00000	51240	0000000000
10075340	C	0.00		45,500.00	12,875.30	8,831.55	21,706.85	3,480.75	70,687.60	101700	11110	00100	00000	00000	51240	0000000000
10077909		0.00		65,000.00	18,393.00	12,616.50	31,009.50	4,972.50	100,982.00	101700	11110	00100	00000	00000	51240	0000000000
10077912	R	0.00		65,000.00	18,393.00	12,616.50	31,009.50	4,972.50	100,982.00	101700	11110	00100	00000	00000	51240	0000000000
10077913	C	0.00		19,500.00	5,517.70	3,784.95	9,302.65	1,491.75	30,294.40	101700	11110	00100	00000	00000	51240	0000000000
10010433		0.00		62,331.00	14,911.13	12,098.45	27,009.58	4,768.32	94,108.90	101700	11110	00100	00000	00000	51240	0000000000
01213710	ph	0.00		36,258.00	14,910.89	7,037.68	21,948.57	2,773.74	60,980.30	101700	11140	00150	00000	00000	51240	0000000000
02507050	yn	0.00		36,258.00	18,392.89	7,037.68	25,430.57	2,773.74	64,462.30	101700	11140	00150	00000	00000	51240	0000000000
02638160	M	0.00		20,834.00	14,910.72	4,043.88	18,954.60	1,593.80	41,382.40	101700	24110	24100	00000	00000	51620	0000000000
01460190	n D	0.00		30,347.00	7,012.22	5,890.35	12,902.57	2,321.55	45,571.12	101700	24110	24100	00000	00000	51620	0000000000
10022042	M	0.00		27,542.00	18,393.39	5,845.90	23,739.29	2,106.96	53,368.26	101700	11110	00100	00000	00000	51870	0000000000
		0.00		0.00	0.00	0.00	0.00	0.00	0.00							
		0.00		0.00	0.00	0.00	0.00	0.00	0.00							

The fields in the Personnel Expenditure Input Form are briefly described below. These field headings generally apply to the PCN input area, which is below the upper freeze pane. In the upper freeze pane itself, the field headings are less relevant.

- a. **PCN** – the Personal Control Number supplied by PeopleSoft
- b. **Approval Status & Pillars** – In this field, on the *Pass/Fail* row, you will see the current level of approval for your completed input. Levels can be *Approved – Initial Level*, *Approved – Second Level*, *Approved – Third Level*, and *Approved – Final*. On the rows below the *Total* row you can choose from a dropdown list the Pillar that applies to the personnel expenses that you enter on each row. following are definitions for each pillar:
 1. **Master Education Plan for 21st Century Teaching and Learning** – any expenditure pertaining to the direct education of students.
 2. **Safe and Secure Learning Environments** – expenditures related to the safety of students.
 3. **Master Facilities Plan** – expenses related to the maintenance of our buildings or work related to the development of new buildings.
 4. **Parent and Community Involvement** – costs associated with developing programs for parents and community leaders.
 5. **Master Long-Term Financial Plan** – expenditures needed to develop and accomplish DPS’ long-term financial goals.
- c. **Reviewer Comment** – Normally, on the *Pass/Fail* row, you will see “OK” and the reviewer’s initials if your input was approved. Otherwise you will see a “0”. On other rows the reviewer can add additional comments.

- d. **Action** – On the rows down to and including the *Total* row you will see whether, overall, your input has passed (on the Pass/Fail row); whether your proposed Personnel total expenditures have passed (on the Discretionary Spending row); and whether you have selected a Pillar for every proposed expenditure (on the seventh row). In the rows below the *Total* row you are able to specify whether you want to Add or Delete a PCN. **Note:** *If you know an employee will be vacating a position but want the position to remain in your budget, please do not delete the position during data entry. If you leave the Action field blank for this employee, the position will remain in your budget. If you know an employee will be vacating a position and you want to remove the position from your budget, please delete the position during data entry.*
- e. **Reason** – This free-form field allows you to justify why you want to change an expenditure by using an Override, or add or delete a PCN.
- f. **Effective Date** – This is the Effective Date in PeopleSoft or the proposed effective date for an added PCN
- g. **Job** – This is the PeopleSoft JobCode for a PCN or a JobCode for proposed new PCN
- h. **Subject** – This is the generally the subject taught by a PCN or proposed new PCN, but includes non-teaching subjects as well. It comes from PeopleSoft for existing PCNs.
- i. **FTE** – This is a PCN's full time equivalent value, from PeopleSoft for existing PCNs. **Note:** *If you enter a position with a 0 FTE, you have to enter the earnings for the position in the Earnings Override (see bullet k) and the insurance costs in the HLDV Override (see bullet l).*
- j. **Name** – This is the name in PeopleSoft for an existing PCN. No names are entered for proposed new PCNs unless you enter a multiple position. In this case, please enter the maximum headcount for the position in this field (e.g. Multiple – Maximum Headcount 100).
- k. **Earnings Override** – This is where the standard earnings for a JobCode can be overridden in special circumstances
- l. **HLDV Override** -- – This is where the standard HLDV expense that can be overridden in special circumstances
- m. **Earnings** – These are taken from PeopleSoft, but are determined from a standard table for proposed new PCNs.
- n. **HLDV** – These are taken from PeopleSoft, but are determined from a standard table for proposed new PCNs.
- o. **Retire** – This is the cost of the DPS retirement contribution taken from PeopleSoft for existing PCNs or from a standard table for proposed new PCNs.
- p. **Deduction** – This is the sum of HLDV and Retire.
- q. **Taxes** – This is the FICA rate times Earnings.
- r. **Fund** – Not writable. Will always match the Fund in the funding source you have selected.
- s. **FIN_Dept** – Not writable. Will always match map to the Department you have selected.
- t. **Function** – Fund, Function and Obj. combination should always be FID-compliant.
- u. **Program** – This is a free-form field allowing you to expand on the function or object.
- v. **Sub-Program** – Should always be "00000" on the Personnel Expenditure Input Form.
- w. **Obj** – Program, Sub-Program and Obj. combination should always be FID-compliant.
- x. **Project** – Not writable – will always match the Project in the funding source

Step 11: Personnel Expenditure Data Entry

The Personnel Expenditure Input Form is pre-populated with the PeopleSoft HR data as it stands as of the previous date. When all budget input is complete and approved HR will assign PCN numbers to the approved proposed new PCNs. Then Cognos output, combined with HR PCN values, will update PeopleSoft.

You have the ability to modify the cost of an existing PCN, to delete an existing PCN, or to add a new PCN and enter information relative to the new PCN. You must justify all of your budgeting decisions with an explanation that you enter in the Reason field on the row where you entered a change. You must choose a Pillar for all PCNs, including existing ones. You must complete the account string for new PCNs.

For Fund 11 your proposed total personnel expenditures must be less than or equal to the adjusted budget ceiling. For other funds they must match (within one dollar). The Adj. Budget Ceiling is the sum of the Budget Ceiling and Additional Revenue, where the Budget Ceiling is funding source revenue that has been allocated to a Department, and Additional Revenue is revenue that is anticipated for the project from other sources. The Over/Under is the difference between the Adj. Budget Ceiling and your cumulative budgeted expenditures (discretionary and personnel). Please be advised, a negative number in the "Over/Under" field is good (under budget) while a positive number is bad (over budget).

To delete a PCN you should click in the Action field on the same row as the PCN. A dropdown will appear and you should click Delete. After you submit your change the PCNs FTE and Earnings, HLDV and other related expenses will go to zero. Be sure to enter a Reason in the Reason field. To undo a deletion select the blank entry in the dropdown, and the FTE and HR expenses will reappear.

PCN	Approval Status & Pillars	Reviewer Comment	Action	Reason	Effective Date	Job	
Budget Ceiling							
Additional Revenue							
Adj. Budget Ceiling							
Pass/Fail	Not Reviewed		FAIL	WHAT-IF: PASS			
Over/Under							
Discretionary Spending			Expenditure: FAIL				
Total			Pillars: FAIL	AcctString: PAS			
10077909					7.1.2010	0250	HOMEROOM
10077912			Add		7.1.2010	0250	HOMEROOM
10077913			Delete		7.1.2010	0250	COMPUTER TI
10010433					7.1.2010	9130	

To add a PCN you should click in the Action field in one of the blank rows below the list of PCNs. Choose Add from the dropdown list.

01460190				7.1.2010	F030		1.00
10022042				7.1.2010	9130		1.00
							0.00
							0.00
							0.00
							0.00

Then work your way across the form choosing from dropdowns the Effective Date, Job, FTE, Function, Program and Obj. Finally be sure to enter the Reason for the addition in the Reason field.

PCN	Action	Reason	Effective Date	Job	Subject	FTE	
Budget Ceiling						0.00	
Additional Revenue						0.00	ADDI
Adj. Budget Ceiling						0.00	ADJ.
Pass/Fail	FAIL	WHAT-IF: PASS				0.00	WHAT
Over/Under						0.00	
Discretionary Spending	Expenditure: FAIL					0.00	DISCRETI
Total	Pillars: FAIL	AcctString: PAS				12.90	WHAT
02638160			7.1.2010	F010		1.00	Walker, L
01460190			7.1.2010	F030		1.00	Thurman,
10022042			7.1.2010	9130		1.00	Stafford, y
	Add		7.1.2010	0250	BIUNGUAL SPANISH	1.00	

11	101700	24110	24100	00000	512300	0000C
11	101700	11110	00100	00000	512400	0000C
		11110	00100		512500	

The Reason should be entered as a narrative.

	7.1.2010	9130	
Inceasing Hispanic student	2010	0250	BIUNGUAL SPANISH

When you are finished entering information for all your additions, click on the Submit or Review icon. As previously noted, it is far more efficient to make multiple entries before submitting data. After you click on Submit, the Fund, FIN_Dept and Project fields will be automatically populated.

You can override Earnings and HLDV by making entries for a PCN in the Earnings Override and HLDV Override fields. Adjustments will be made to the other HR fields based on the override values.




Cognos has the capacity for you to do what-if trials on revenue portion of the equation on the Personnel Expenditure form. To do this, enter a trial percent increase or decrease to apply to the adjusted budget ceiling. The entry is made in the Earnings Override field next to (Of course, you can do trials on the expense side of the equation by using the Earnings or HLDV overrides, or by adding or deleting PCNs.) The entry is made here,

WHAT-IF % (incr/-decr)==>	0.00
---------------------------	------

The result will show up in WHAT-IF Over/Under.

Name	Earnings Override
BUDGET CEILING ==>	760,093.66
ADDITIONAL REVENUE ==>	0.00
ADJ. BUDGET CEILING ==>	760,093.66
WHAT-IF % (incr/-decr)==>	0.00
OVER/UNDER ==>	593,436.09
DISCRETIONARY SPENDING ==>	0.00
WHAT-IF OVER/UNDER ==>	593,436.09

Note for Central Hub -- Central Hub's Personnel Expenditure input form has been broken into three separate forms:

-  Personnel Exp Central Hub A-G.xls
-  Personnel Exp Central Hub H-O.xls
-  Personnel Exp Central Hub P-Z.xls

Each form relates to about one-third (300+/-) PCNs, each comprising an alphabetical portion of the entire list of employee names. This has been done to speed web performance for this very large group. The totals and various PASS/FAIL tests relate to the three forms as a whole, and the in all other respects data entry is identical to the description provided above.

Step 12: Checking / Validating Changes to Personnel Expenditure Data

If your *Pillars* are entered for every existing PCN for which you have non-zero *Expenditure* entry, and your account string is complete you will see *Pillars:PASS* and *AccString:PASS* on the *Total* row in the *Action* and *Reason* fields. And if both of these conditions have been achieved and your *Total* value is less than or equal to (equal to, if Fund 11) the *Adj. Budget Ceiling* less the *Discretionary Spending* amount from the Discretionary Spending Input Form, as shown in the *Discretionary Spending* field, then the overall input submission will be *PASS*. *PASS* will be shown on the *Pass/Fail* row in the *Action* column.

Action	Reason
FAIL	WHAT-IF: PASS
Expenditure: FAIL	
Pillars: PASS	AcctString: PASS

Note that FID compliance of the account string is *not* checked by Cognos. However, output from Cognos to PeopleSoft *is* checked for FID compliance.

Step 13: Completing Your Budget

After *PASS* is achieved, your work will appear in one of two Workflow reports that are accessible to your reviewer: one for Discretionary Spending and one for Personnel Expenditure. If you are not ready for review, even with *PASS* status, we recommend that you intentionally introduce a minor error (make the first Pillar blank, for example) to prevent the *PASS*. When it is in review you will not be able to change your input. The reviewer will go over your form and either approve or disapprove it. It will pass up the ladder of reviewers until it obtains *Approved – Final* status. If at any level it is disapproved, as explained in Step 7, the results of the review will appear on the form, including the last reviewer’s comments. You will then be able to revise and resubmit your input.

Step 14: Signing Off On Your Budget

When you have achieved *PASS* and are ready to have your budget reviewed, you should signify that you are ready by entering your name and date on the second row of each form in the Reason field. *It is absolutely necessary to sign-off on your FY 2011 budget within Cognos. Your sign-off indicates your budget is ready for the next level of review and approval. A budget that is completed but not signed-off on will not be reviewed or approved.* A budget is considered submitted when it has *PASS*ed and has been signed off.

Discretionary Spending

Adj. Budget Ceiling			ADJ. BUDGE	
Pass/Fail		PASS	Nancy Smith 4/13/2010	
Over/Under				
Personnel Expenditure		Expenditure: PASS	PERSONNEL EXP	

Personnel Expenditure

PCN	Action	Reason	Eff
Budget Ceiling			
Additional Revenue		Nancy Smith 4/13/2010	
Adj. Budget Ceiling			
Pass/Fail	PASS	WHAT-IF: PASS	

Step 15: Checking on the Status of Your Submitted Budget


Although you will not be able to write to your input forms after you submit them, you will be able to open them to see the Approval Status and Reviewer Comments. Below are examples from the Personnel Expenditure input form. If your budget is accepted you will see “OK” in the Approval Status field on the Pass/Fail row. If it is rejected you will see a “0” in the Reviewer Comment on the Pass/Fail row. Reviewer Comments can appear in any row, indicating any issue with the information on that row.

PCN	Approval Status & Pillars	Reviewer Comment
Budget Ceiling		
Additional Revenue		
Adj. Budget Ceiling		
Pass/Fail	OK FDR	OK FDR
Over/Under		Initial Review shows no problems



PCN	Approval Status & Pillars	Reviewer Comment	App
Budget Ceiling			
Additional Revenue			
Adj. Budget Ceiling			
Pass/Fail		0	PASS
Over/Under		Need to cut back on homeroom staffing	
Discretionary Spending			

Frequently Asked Questions:


1. Q: My input form is taking too long to load. Can I speed up the process?

A: Make sure that the Automatic Recalculation icon  is set to Off, which is the default. It toggles, so if you accidentally click on it, it will be set to On. There is no difference in its appearance in either setting, but a tooltip that appears when you place the cursor over it indicates whether it is On or Off.

2. Q: My input form will not display data after I make my funding source and department selections.

A: Be sure to click on the Recalculate icon  after making your selection. (Do not confuse this with the Automatic Recalculation icon .)

3. Q: I have entered data, but don't see any changes in the calculated items like totals and Pillars: PASS.

A: After you make changes you should click on the Submit icon . This will update the calculated items on your form.



REVIEWER INSTRUCTIONS

Introduction to Review Process

The review process does not begin until *PASS* has been achieved on *both* the *Discretionary Spending* input form and the *Personnel Expenditure* input form. This is because the Over/Under calculation upon which each *PASS* is dependent considers the *sum* of personnel expenditures and discretionary spending together. The signature of the Contributor is also required on each of the input forms on the second row of the Reason fields, to signify that the Contributor has completed his or her budget.

There are four levels of review: Initial Level, Second Level, Third Level and Final. The upper level reviews cannot be done until the preceding lower level review is done and approval at the lower level has been granted. Approval at a lower level advances the information on the Reviewer's screen to the next higher level where it can be seen by the Reviewer at the higher level. Rejection at any level results in rejection at all levels.

Step 1: Contributor completes input

When a Contributor successfully completes input on the Discretionary Spending input form or the Personnel Expenditure input form he or she will see *PASS* in the Action field on the Pass/Fail row of the form. This is shown on the Discretionary Spending form, below. The Contributor should sign and date the form in the second row of the Reason field to signify it is ready for review. *PASS* must be achieved on both forms before the budget is considered complete.

Discretionary Spending					
11.0000000000 General Fund					
52400 Denby High School					
Approval Status & Pil	Reviewer Co	Action	Reason	Expenditure	
Not Reviewed		PASS	K. Wilbourn 4/13/2010	ADJ. BUDGET CEILING ==>	3,769,536.86
				OVER/UNDER ==>	-17,657.05
		Expenditure: PASS		PERSONNEL EXPENDITURE ==>	4,051,879.81
		Pillars: PASS		AcctString: PASS	-300,000.00

Step 2: Reviewer checks status of input

A reviewer can view the *Workflow Report by Fund* to see the current status of every Contributor's input to the selected Fund, by Department, and the security setting relating to the ability to write to, or just read, a Department's Discretionary Spending and the Personnel Expenditure data. *PASS* or *FAIL* appears in the Rev=Exp field, indicating whether the Contributor's input passed the applicable revenue/expense matching standard. Note that where no revenue has been allocated to a Fund/Department combination "No Ceiling" (i.e, no revenue ceiling) appears in the Rev=Exp field. The screenshots below shows the left and right portions of the screen. The left side relates to Discretionary Spending, and the right side to Personnel Expenditure.

Discretionary Spending (left)

Workflow Report by Fund	11.000000000 General Fund					
	Discretionary Spend Security Setting	Discretionary Spend Rev = Exp	Discretionary Spend Approved - Initial Le	Discretionary Spend Approved - Second Le	Discretionary Spend Approved - Third Lev	Discretionary Spend Approved - Final
00500 Ann Arbor Trail School	WRITE	FAIL				
00900 Langston Hughes Academy	WRITE	PASS				
01400 Bagley Elementary School	WRITE	PASS				
01500 Gollightly Educational Ce	WRITE	FAIL				
01700 Barton Elementary School	WRITE	FAIL				
01800 OLD BEARD SCHOOL	WRITE	FAIL				

Personnel Expenditure (right)

Workflow Report by Fund	00002 CENTRAL HUB							
	Discretionary Spend Approved - Third Lev	Discretionary Spend Approved - Final	Personnel Expense Security Setting	Personnel Expense Rev = Exp	Personnel Expense Approved - Initial Le	Personnel Expense Approved - Second Le	Personnel Expense Approved - Third Le	Personnel Expense Approved - Final
00500 Ann Arbor Trail School			WRITE	FAIL				
00900 Langston Hughes Academy			WRITE	FAIL				
01400 Bagley Elementary School			WRITE	FAIL				
01500 Gollightly Educational Ce			WRITE	FAIL				
01700 Barton Elementary School			WRITE	FAIL				
01800 OLD BEARD SCHOOL			WRITE	FAIL				

There is also a *Workflow Report by Department* to allow a Reviewer to see a selected Department's input status with respect to each Fund.

Workflow Report Department	00002 CENTRAL HUB					
	Discretionary Spend Security Setting	Discretionary Spend Rev = Exp	Discretionary Spend Approved - Initial Le	Discretionary Spend Approved - Second Le	Discretionary Spend Approved - Third Lev	Discretionary Spend Approved - Final
11.0000000000		PASS				
13.0000000000		No Ceiling				
14.0000020009		No Ceiling				
14.0000020010		No Ceiling				

Step 3: Initial Level review

When *PASS* is found in both the Discretionary Spending and Personnel Expenditure sides of a Workflow Report the Reviewer can begin the review process. To do this the Reviewer should load each of the Workflow Control Reports (Discretionary and Personnel Expenditure) and check to make sure the forms have been signed by the Contributor, which signifies they are ready for review. The signature is on the second row of the Reason field of each input form.

Approved - Initial Level 11.0000000000 General Fund 52400 Denby High School				
Workflow Control - Discretionary				
	Approval Status & Pillars	Reviewer Comment	Action	Reason
Adj. Budget Ceiling				ADJ. BUDGET CEILING
Pass/Fail			PASS	K. Wilbourn 4/13/2010
Over/Under				OVER/UNDER ==
Personnel Expenditure			Expenditure: PAS	PERSONNEL EXPENDITURE
Total Discretionary			Pillars: PASS	AcctString: PASS

If the Reviewer wants to proceed the first thing he or she should do is prevent the Contributor from continuing to write to the Department on the input forms. This is done by using the Input Access Control that is available in the Applications on the web, and changing the access from WRITE to READ for the two forms.

Input Access Control			
	<table border="1"> <tr> <th>Discretionary Spending</th> <th>Personnel Expenditure</th> </tr> </table>	Discretionary Spending	Personnel Expenditure
Discretionary Spending	Personnel Expenditure		
00500 Ann Arbor Trail School	WRITE		
00900 Langston Hughes Academy	WRITE		
01400 Bagley Elementary School	WRITE		
01500 Golightly Educational Ce	WRITE		
52000 Cooley High School	WRITE		
52100 Cooley North Wing	WRITE		
52400 Denby High School	WRITE		
52600 Communication & Media Ar	TE		
52700 Detroit School of Arts	TE		

The Reviewer then loads both Workflow Control forms, and in each selects “Approved – Initial Level” and the Fund and Department to be reviewed. Both Workflow Control forms are then reviewed, toggling between each if desired, and an OK is given in the Pass/Fail row of the Reviewer Comment of each form. The OK should be followed with the Reviewer’s initials. Comments can be entered in the other Review Comment rows.

Workflow Control - Discretionary			
	Approval Status & Pillars	Reviewer Comment	Action
Adj. Budget Ceiling			
Pass/Fail		OK FDR	PASS
Over/Under		<i>Expenditures are necessary</i>	

After the Reviewer Submits his or her approval and comments, the OK appears in the Approval Status and Pillars field on the Pass/Fail row. It is advisable for the Reviewer to email the next level Reviewer to let him or her know that the lower level review is complete.

Workflow Control - Discretionary	
	Approval Status & Pillars
Adj. Budget Ceiling	
Pass/Fail	OK FDR
Over/Under	Expenditures are necessary

The approval at the Initial Level appears in the Workflow Reports.

Workflow Report by Fund	11.0000000000 General Fund				
	Discretionary Spend Security Setting	Discretionary Spend Rev = Exp	Discretionary Spend Approved - Initial Le	Discretionary Spend Approved - Second Le	Discretionary Spend Approved - Third
52400 Denby High School	READ	PASS	OK FDR		

The approval and Reviewer Comments also appear on the input forms so that the Contributor can check the status.

Discretionary Spending	
11.0000000000 General Fund	
52400 Denby High School	
Approval Status & Pil	Reviewer Co
Approved: Initial Level	OK FDR
Over/Under	Expenditures are
Personnel Expenditure	Expenditure: PASS

As will be described in *Step 4*, a Reviewer can reject a budget by entering “0” in the Pass/Fail row in the Reviewer Comment.

Step 4: Second Level review

After the Initial Level approval, the Second Level Reviewer can look at the budget submissions. The Reviewer can look at the Workflow Reports to see the status of the review. To begin the next level review “Approved – Second Level” and the relevant Fund and Department should be selected on each of the Workflow Control web pages.

Workflow Control - Discretionary

Adj. Budget Ceiling
Pass/Fail
Over/Under
Personnel Expenditure

Approved - Initial Level

Subset Editor - Microsoft Intern
Versions > (unnamed)
Subse

- Security Setting
- Rev = Exp
- Approved - Initial Level
- Approved - Second Level
- Approved - Third Level
- Approved - Final

If the Second Level Reviewer also wants to approve a budget, the Reviewer should enter OK and his or her initials, as well as any desired comments, and Submit.

Workflow Control - Discretionary		
Approval Status & Pillars	Reviewer Comment	Action
Adj. Budget Ceiling		
Pass/Fail	OK FDR	OK JFK
Over/Under		

Approval Status & Pillars	Reviewer Comment
OK FDR	OK JFK
	<i>I agree -- Expenditures are necessary</i>

Approval Status & Pillars	Reviewer Comment
OK JFK	OK JFK
	I agree -- Expenditures are necessary

The Workflow Reports now reflect the latest approval

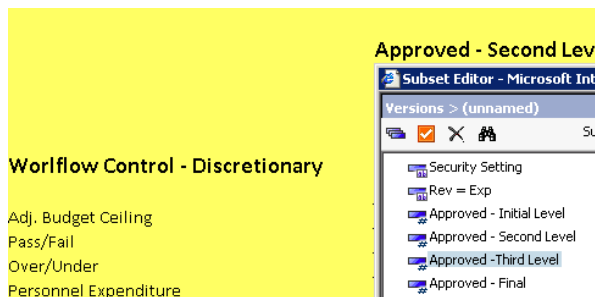
Workflow Report by Fund				
	Discretionary Spendi Security Setting	Discretionary Spendi Rev = Exp	Discretionary Spendi Approved - Initial Le	Discretionary Spendi Approved - Second Le
52400 Denby High School	READ	PASS	OK FDR	OK JFK

And the Contributor can see where the budget stands in the approval process.

Adj. Budget Ceiling Pass/Fail Over/Under Personnel Expenditure	Discretionary Spending		
	Approval Status & Pil	Reviewer Co	Action
	11.000000000 General Fund		
	52400 Denby High School		
	Approved: Second Level	OK JFK	PASS
		I agree -- Expendit	
			Expenditure: PASS

Step 5: Third Level review

The Third Level review process is the same as the Second Level. The budget information on the Workflow Control Reports becomes available on the Third level immediately after Second level approval. As above, the Third Level Approval should choose “Approved – Third Level” and the desired Fund and Department.



In this example, the Reviewer chooses to reject the budget. This is done by entering 0 on the Pass/Fail row of the Reviewer Comment field, along with an explanation. The explanation can be on a row next to a questioned amount.

Workflow Control - Discretionary			
	Approval Status & Pillars	Reviewer Comment	Function
Adj. Budget Ceiling			
Pass/Fail	OK JFK	0	
Over/Under		Sorry -- better ways to spend money	
Personnel Expenditure			

When the Reviewer Submits his or her input the Approval Status & Pillars filed shows a “0”

Approval Status & Pillars	Reviewer Comment
0	0
	Sorry -- better ways to spend money

The rejection with a “0” also appears at *all* levels, and requires the entire process to begin anew.

Workflow Report by Fund	Discretionary Spendi	Discretionary Spendi	Discretionary Spendi	Discretionary Spendin	Discretionary Spendi	Discretionary Spendi
	Security Setting	Rev = Exp	Approved - Initial Le	Approved - Second Le	Approved - Third Lev	Approved - Final
52400 Denby High School	READ	PASS	0	0	0	0

The Contributor can see where the rejection occurred in the approval chain, as well as the Reviewer Comment at the level of the rejection, but it is advisable for the Reviewer to contact the Contributor directly.

Approval Status & Pil	Reviewer Co	Action
Rejected: Third Level	0	PASS
	Sorry -- better way	
		Expenditure: PASS

When the Contributor is ready to correct the budget the Reviewer must reset the *Discretionary Spending* and *Personnel Expenditure* input forms. This process clears the Approval Status, Reviewer Comments and Contributor's signature. There are separate Workflow Resets for Discretionary Spending and Personnel Expenditure. To use them the Reviewer selects the desired Fund and Department.

Workflow Reset - Discretionary Spending

11.0000000000 Ge

52400 Denby High School

Action	Approval Status	Reviewer Comment
Approved - Initial Level	Pass/Fail	PASS 0 OK FDR
Approved - Second Le	Pass/Fail	PASS 0 OK JFK
Approved -Third Level	Pass/Fail	PASS 0 0
Approved - Final	Pass/Fail	0

After the screen is initially calculated the Reviewer clicks on the Reset button and on OK to confirm that he or she wants the process to run.

Workflow Reset - Discretionary Spending

11.0000000000 Ge

52400 Denby High School

Action	Approval Status	Reviewer Comment
Approved - Initial Level	Pass/Fail	PASS 0 OK FDR
Approved - Second Le	Pass/Fail	PASS 0 OK JFK
Approved -Third Level	Pass/Fail	PASS 0 0
Approved - Final	Pass/Fail	0

Microsoft Internet Explorer

Are you sure you want to run this Process?

The Reset process returns a confirmation of success.

Workflow Reset - Discretionary Spending

11.0000000000 Ge
52400 Denby High School

Click to Reset this Fund and Department

Reset

Action	Approval Status	Reviewer Comment
Approved - Initial Level	Pass/Fail	
Approved - Second Le	Pass/Fail	
Approved - Third Level	Pass/Fail	
Approved - Final	Pass/Fail	

Microsoft Internet Explorer

Process completed successfully.

OK

Then the Reviewer must give the Contributor WRITE access again.

52400 Denby High School	READ	
52600 Communication & Media Ar	READ	
52700 Detroit School of Arts	WRITE	
52900 Martin Luther King Jr. H	WRITE	WRI

The input form has reverted to its original state and is open for revised input by the Contributor

Discretionary Spending					
11.0000000000 General Fund					
52400 Denby High School					
Approval Status & Pil	Reviewer Co	Action	Reason	Expenditure	
Adj. Budget Ceiling			ADJ. BUDGE	3,769,536.86	
Pass/Fail	Not Reviewed	PASS		0.00	
Over/Under			OVER/	-107,657.05	
Personnel Expenditure		Expenditure: PASS	PERSONNEL EXP	4,051,879.81	
<input checked="" type="checkbox"/> Total Discretionary		Pillars: PASS	AcctString: PASS	-390,000.00	
732100 LOCAL TRAVEL	Master Education Plan for 2		Replace wornout	10,000.00	
751100 TEACHING/TESTING SU	Master Education Plan for 2		New laboratory su	100,000.00	

Step 6: Final review

The last step of the review process does not differ from the preceding steps. The same inputs of "OK" or "0", and Reviewer Comments are permissible, and the Reset process is the same.

Budget Assistance

If you have any trouble with Cognos or any other matter related to budget development, please contact the individual responsible for your location:

Marc Ingram (873-4103)

Labor Relations

Eric Kurdziel (312-404-5443)

High Schools/Career & Technical Schools/Alternative Schools

David Martinelli (312-420-0716)

K-8/Middle Schools

Erika McClure (873-4377)

Karen Wendl (873-4422)

State and Federal Programs

Grant Compliance

Title I & Section 31a Administration

Title I Monitoring & Field Services

Private Grants and Donations

Martin Nwosu (873-7784)

Adult Education

Transportation

Facilities Maintenance & Engineer

Capital Facilities

District Building Repair

Hubs

Food Service

Real Estate

Inspector General

Public Safety

Oskar Ousmanov (873-8597)

Office of the Emergency Financial Manager

Information Technology

Sharon Rodgers (873-4060)

All Other Central Offices

Office of Specialized Student Services (Fund 11 only)

Michael Romanowski (873-4145)

Office of Specialized Student Services (Act 18 and State Aid)

In addition, you can send an e-mail to budgetcognos@detroitk12.org. You will get a response within one business day.



APPENDIX

FREQUENTLY USED JOBS

Job Description	Code
2nd Licensed Class C Engineer	E160
Academic Engagement Administr	CAEA
Accompanist	0010
Accountant	1320
Accountant,Principal	1020
Admin Asst, Jr, 52W-Osas Relat	1080
Apprentice Stat. Engineer	4620
Assistant General Counsel	1160
Associate Superintendent	2470
Asst Frprsn, Landscape	4550
Asst. Attend. Off.-Addl'N Work	Z010
Asst. Jrotc Instructor	0380
Athletics Administrator	XATH
Attendance Agent	0020
Attendance Officer, Add'l Wk	8902
Attendance Officer,Asst.	5540
Attendant, Food Serv Alt Pos	8610
Attendant, Food Service 30 Hr	5580
Attendant, Food Service 40 Hr	5610
Audiologist C.C.C.	0310
Audio-Visual Techn.	2570
Audit Manager	1335
Auditor General	X500
Auditor,Principal Senior	1336
Auditor,Senior	1337
Auditor,Staff-Level I	1338
Auto Repairperson,General	4610
Behavior Specialist	A500
Boiler Oper	3270
Boiler Oper, Senior	3280
Bus Attend, Regular Part-Time	5500
Bus Driver - Steward	5010
Campus Security Police Officer	G030
Cashier Helper F.S.(20Hrs)	5800
Chf Procurement/Logistics Ofcr	1120
Chief Financial Officer	1210
Chief General Counsel	X070
Chief Information Systems Ofcr	2520
Chief Labor Negotiator	X300
Chief of Police, Exec Deputy	XPOL
Chief of Staff	1610
Chief,Dep/Patrol-Protect Ops	XPPO
Clerical Series - Level I	F010
Clerical Series - Level II	F020

Job Description	Code
Clerical Series - Level III	F030
Clerical Series - Level Iv	F040
Clerical--Add'L - Reg. & Esrp	8040
Clerk-Typist, Es	9100
Community Liaison Asst	5560
Compact Technician	A010
Computer Progr Analyst Lev Iii	F320
Construction Laborer	4520
Contract Specialist II	F910
Cook Base Kitchen (7 Hr), Asst	5690
Cook Base Kitchen (8 Hr),Chief	5700
Cook, Assistant, Alt Pos	8570
Coordinator, Pme	1460
Custodian 52 Weeks, Asst	3400
Custodian N/C 52 Weeks,Asst	3510
Custodian, Assistant, Alt Pos	8410
Custodian,Asst-E.S.(Daily)	9140
Dep Chief, Facilities/Aux Serv	X090
Department Head, Hourly	0520
Department Head, Ss	7580
Deputy Chief Financial Officer	X400
Deputy General Counsel	2510
Deputy Inspector General	X08D
Director	1590
Director Of Army Instruction	2720
Director, Executive	1620
Director,Asst-Voc'L Techn Cntr	2010
Director-Osas Related	1640
Director-Osas Related, Asst	1650
Dispatcher	5990
District Engineer	3570
Driver,Tractor-With Back Hoe	4780
Educ. Techn. (No Subsidy)	0540
Educ. Techn. (Subsidy)	0530
Educational Technician-Ss	7570
Emergency Financial Manager	EFM0
Engineer, Class A	3690
Engineer, Class B	3700
Engineer, Class B, Alt Pos	8290
Engineer, Class C	3710
Engineer, Class D	3720
Engineer, Emerg Relief(P.P.M.)	3740
Engineer,Stationary,3Rd-Shift	6330
Engineer,Stationary,Second	3780

Job Description	Code
Engineer, Stationary, Third	3790
Equip. Oper., Constr. (Roller)	4480
Esrp Series - Level I	F500
Exec Admin Asst to the CEO	1170
Executive Director, Deputy	X040
Facilities Supervisor	N030
Financial Spec. Series II	F270
Financial Spec. Series IV	F290
Financial Spec. Series III	F280
Financial Specialist Series V	F291
Fire Extinguisher Service Pers	5780
Food Serv Asst, Adl Pos	8650
Food Service Assistant	6030
Food Service Coordinator	6040
Foreperson, Laborer	4530
Gen Frprsn, Carpenter	4020
Gen Frprsn, Painter	4080
Gen Frprsn, Pipefitter	4090
Gen Frprsn, Plumber	4100
Gen. Frprsn, Asst- Constr. Trades	3170
Gen. Helper F.S. (20Hrs)	6450
Gen. Helper F.S. (25Hrs)	5810
Handyperson	4260
Handyperson, Food Service	5790
Helper, Cashier, Alt Pos	8620
Helper, General, Alt Pos	8630
Hlpr, Gen Auto Repairperson	5980
HR Information Syst Technician	F250
Inspector General	X080
Instructional Specialist	A080
Instructor, Special (Subsidy)	0620
Investigator	6310
Jrnprsn, Carpenter	4170
Jrnprsn, Electrician	4210
Jrnprsn, Painter Brush/RI	4980
Jrnprsn, Pipefitter	4340
Jrnprsn, Plasterer	4350
Jrnprsn, Plumber	4360
Jrnprsn, Sewer Maintenance	4390
Jrnprsn, Sheet Metal	4400
Jrotc Instructor	0080
Jrotc Instructor-Extended Work	6780
LTS-not in a vacancy/HQ	9130
Manager, Class A F.S.	5900
Manager, Class B F.S.	5920
Manager, Class B Fs Alt Pos	8750
Manager, Const Base Kit Alt Ps	8740

Job Description	Code
Mngr(Base Kit), F.S.-Summer	7270
Mngr, Asst F.S., Base Kitchen	5910
Mngr, Constel F.S., Base Kitch	6290
Mngr, Food Serv.-Summer	7290
Noon Hour Aide	6000
Nurse, Registerd-Ss	7620
Nurse, Registered (Degreed)	0150
Nurse, Registered (Non-Degree)	0140
Orientation & Mobility Splst	0160
Parent/Community Advocate	5460
Plasterer Tender	4590
Principal	X010
Principal, Asst.-Add'L Work	E070
Principal-Add'L Work	E060
Principal-Elementary, Asst	1950
Principal-Secondary, Asst	1940
Principal-Ss (Spec.Projs)	7760
Prog. Assoc. I (Research Asst)	2070
Program Assoc II (Non-Exempt)	C041
Program Associate I	C030
Program Associate II	C040
Program Supervisor	C020
Psychologist (School Diagnost)	0200
Psycho-Metrician	L040
Public Safety Officer	G010
Purchases Agent	F110
Retiree - Adult Ed	AER0
Sat.Coord., Perm. F.S. (4Hrs)	6010
Sat.Coord., Perm.-F.S. (5Hrs)	6050
Satellite Coordinator	6045
Scheduler	5860
School Bus Driver	6060
School Bus Driver-Extend Wrk	7080
School Service Asst 30 Hr	6420
School Service Asst 35 Hr	6430
School Service Asst 40 Hr	6460
School Service Asst, Hourly	7640
School Social Worker	0230
School Social Worker, Ss	7650
School Technician	2580
Sec, Exec, Asst, To Gen Supt	2250
Secretary, Ss	7540
Security Officer I (Guard)	6800
Security Officer II (Guard)	6100
Security Officer II-Ext Work	7150
Security Officer-Add'N Work	P010

Job Description	Code
Security Technician	6020
Spec Ed Transition Specialist	A510
Special Educ Aide (32.5Hrs)	5880
Special Educ Aide Alt Pos	8860
Special Educ.Aide-Ss	7660
Special Investigator	07SP
Special Programs Specialist	N100
Speech Pathologist C.C.C.	0320
SS Assistant Principal	7765
SS Certified Teacher	A041
SS Tchr- Sum Reg&LearnAcadPrgs	A040
SS Teacher Curriculum Leader	A042
SS Teacher Guidance Counselor	A037
SSA-Comp Sci Non-Deg (Adl/Sum)	M020
Ssa-Comp. Science Assoc Degree	6630
Ssa-Comp. Science Non-Degree	6640
Ssa-Family Serv. Workers 30 Hr	6650
Storekeeper Series - Level I	F400
Stores Clerk	1350
Stu Asst Gd 1	6350
Stu Asst Gd Iii	6370
Sub-Frprsn Garage	4680
Sub-Not Highly Qualified	9000
Substitute-LT/Vac (H'ghly Qua)	9500
Superintendent, Assistant	2450
Supervisor	2380
Supervisor, Housekeeping	6130
Supervisor, Payroll Department	6490
Supervisor, Sweep Team	4000
Supervisor-Transp.,Asst	2420
Supv Student Elig & Approvals	N120
Supv, Commun Use Of Schools	2660
Tchr Aide, Adaptive Phys Educ	6080
Tchr,Hrly(Ad Ed)Non-Cert-Sbsdy	0560
Tchr,Hrly(Adult Ed) Cert-Sbsdy	0670
Tchr-Hrly/Last Chance Schools	0800
Tchr-In-Chg,Hrly(Ad)Cert-Sbsdy	0680
Tchr-Speech/Language Impaired	0330
Tchr-Substitute/Last Chance	080S
Teacher	0250
Teacher - Extended Work	7040
Teacher - Retiree	A030
Teacher Aide, Gr1 Trnbl Es 7Hr	9010
Teacher Aide;Grd I Trnbl 7Hr	6190
Teacher Guidance Counselor	0270
Teacher, Adult Ed Es	9480

Job Description	Code
Teacher, Hourly Add'L Pos	8970
Teacher, Hourly, No Subsidy	0290
Teacher,Day Trade	0260
Teacher-Consultant(Spec Educ)	0300
Teacher-In-Charge Add'L Pos	8960
Team Leader, Student Transp	4970
Technical Series - Level I	F200
Technical Series - Level Iii	F220
Technical Series - Level Iv	F230
Technician, Educ Add'L Pos	8980
Terminal Manager	2800
Therapist,Music (Registered)	0190
Therapist,Occupational	0170
Therapist,Physical	0180
Trainee,Sta.Eng.,1St Asst-Temp	3800
Trainee,Sta.Eng.,2Nd Asst-Temp	3810
Truck Driver-Laborer	6240
Truck Driver-Laborer, Alt Pos	8260
Unspecified Position	9960
Vehicle Operator Stck Alt Pos	8270
Vehicle Operator-Stock Handler	6250
Welder	4440
Work Study Assistant	6470
Zone Building Supervisor	N130

FREQUENTLY USED FUNCTIONS

Function Descriptions	Code
.	00000
.	99999
ADDED NEEDS - (HEADER)	12000
ARCH & ENGINEERING SERVICES	45300
ATHLETIC ACTIVITIES	29300
ATHLETIC ACTIVITIES HS	29330
ATTENDANCE SERVICES	21100
BASIC	13100
BASIC PROGRAM - (HEADER)	11000
BOARD OF EDUCATION	23100
BUILDING ACQUIS & CONSTRUCT	45500
BUILDING IMPROVEMENT SERVICES	45600
BUILDING SECURITY	26600
COMMUNITY ACTIVITIES	33100
COMMUNITY SERVICES DIRECTION	31100
COMPENSATORY EDUCATION	12500
COMPENSATORY EDUCATION EL	12510
COMPENSATORY EDUCATION HS	12530
COMPENSATORY EDUCATION MS	12520
COMPUTER-ASSISTED INSTRUCT EL	22510
COMPUTER-ASSISTED INSTRUCTION	22500
CUSTODY AND CARE OF CHILDREN	35100
DATA PROCESSING SERVICES	28400
EDUCATIONAL TELEVISION	22400
ELEMENTARY -	11100
ELEMENTARY - EL	11110
ELEMENTARY - KINDERGARTEN	11140
ENDOWMENT ACTIVITIES	29400
ENRICHMENT PROGRAMS	13700
EXECUTIVE ADMINISTRATION	23200
FACILITIES ACQUIS (HEADER)	45000
Fallout Function	12590
FISCAL SERVICES	25200
FOOD SERVICES	25600
FOOD SERVICES	29700
GUIDANCE SERVICES	21200
GUIDANCE SERVICES EL	21210
GUIDANCE SERVICES HS	21230
GUIDANCE SERVICES MS	21220
HEALTH SERVICES	21300
HIGH SCHOOL -	11300

Function Descriptions	Code
HIGH SCHOOL - HS	11330
IMPROVEMENT OF INSTRUCTION	22100
IMPROVEMENT OF INSTRUCTION EL	22110
IMPROVEMENT OF INSTRUCTION HS	22130
IMPROVEMENT OF INSTRUCTION MS	22120
INFORMATION SERVICES	28200
INTERNAL SERVICES	25700
LIBRARY	22200
LIBRARY EL	22210
LIBRARY HS	22230
LIBRARY MS	22220
MIDDLE/JUNIOR HIGH -	11200
MIDDLE/JUNIOR HIGH - MS	11220
NON-PUBLIC SCHOOL PUPILS	37100
OFFICE OF THE PRINCIPAL	24100
OFFICE OF THE PRINCIPAL AE	24160
OFFICE OF THE PRINCIPAL EL	24110
OFFICE OF THE PRINCIPAL HS	24130
OFFICE OF THE PRINCIPAL MS	24120
OPERATING BUILDING SERVICES	26100
OTHER ADULT/CONTINUING EDUCATI	13900
OTHER BUSINESS SERVICES	25900
OTHER CENTRAL SERVICES	28900
OTHER CENTRAL SUPPORT SERVICES	29900
OTHER COMMUNITY SERVICES	39100
OTHER EDUCATIONAL MEDIA SERVIC	22700
OTHER FACILITIES ACQ & IMPROV	45900
OTHER INSTRUCTIONAL STAFF SERV	22900
OTHER PUPIL SUPPORT SERVICES	21900
OTHER SCHOOL ADMINISTRATION	24900
OTHER SCHOOL ADMINISTRATION EL	24910
OTHER SCHOOL ADMINISTRATION MS	24920
OTHER TRANSACTIONS	49900
PLANNING RESEARCH DEVELOPMEN	28100
PLANNING RESEARCH DEVELOPMEN	28150
PRE-SCHOOL -	11800
PROFESSIONAL STAFF TRAINING	22101
PROGRAM DEVELOPMENT AND IMPROV	22140

Function Descriptions	Code
PSYCHOLOGICAL SERVICES	21400
PUPIL ACCOUNTING	28500
PUPIL ACTIVITIES	29100
PUPIL TRANS SERVICES (HEADER)	27000
PUPIL TRANSPORTATION SERVICES	27100
REDEMPTION OF PRINCIPAL	51100
SECONDARY	13200
SECONDARY VOCATIONAL	13300
SITE ACQUISITION SERVICES	45100
SITE IMPROVEMENT SERVICES	45200
SOCIAL WORK SERVICES	21600
SPECIAL EDUCATION -	12200
SPECIAL EDUCATION - EL	12210
SPECIAL EDUCATION - HS	12230
SPECIAL EDUCATION - KINDER	12240
SPECIAL EDUCATION - MS	12220
SPEECH PATHOLOGY AND AUDIOLOGY	21500
STAFF/PERSONNEL SERVICES	28300
SUMMER SCHOOL -	11900
SUMMER SCHOOL PREVIOUS F/Y	11930
SUPERVISION AND DIRECTION OF I	22600
SUPP SERVICE BUSINESS (HEADER)	25000
TEACHER CONSULTANT	21800
TRANSFER FUND 44	64400
TRANSFER TO FUND 11	61100
TRANSFER TO FUND 12	61200
TRANSFER TO FUND 13	61300
TRANSFER TO FUND 21	62100
TRANSFER TO FUND 22	62200
TRANSFER TO FUND 25	62500
VISUAL AID SERVICES	21700
VOCATIONAL EDUCATION	12700
VOCATIONAL EDUCATION HS	12730
VOCATIONAL EDUCATION MS	12720

FREQUENTLY USED PROGRAMS

Program Description	Code
.	00000
21ST CENT COMM LEARN CTR	22100
ACADEMIC GAMES	00040
ACADEMIC SUPPORT	22140
Accelerated Reader-Open Court	00121
ACCELERATING CHANGE	22190
ACCOUNTABILITY	24920
ACCOUNTS PAYABLE	25161
ACCTABILITY-STUD ACHIEVMT	23219
ACROSS PRG-SPEC ED ACROSS PGMS	83000
ADAPT/PE-ADAPTIVE PHYS ED	83100
ADMIN COMMUNICATION ARTS	08420
ADMINISTRATIVE SUPPORT	25000
ADMINISTRATIVE SUPPORT	28340
AE BASIC ED PROGRAM	34100
AE GED TESTING ADMIN	34800
AE VOC TECH CTR INSTR	34200
AFRICAN AMERICAN CHILD SYMP	29099
AFTER SCH COMM LEARN CTR	00189
AI-AUTISTIC IMPAIRED	81930
Algebraic Thinking	11001
ALT ED AT-RISK INSTRUCTION	00190
ALTERNATIVE EDUCATION	34000
APPLIED ACADEMICS	21970
ARCH&ENG SERVICE	43000
ART	02000
AUDIO - VISUAL	28431
AUDIT & CONTROL	25152
BENEFITS COMPENSATION HRIS	28350
BILINGUAL EDUCATION	00180
BOND GROUP	23210
BOND MANAGEMENT COSTS	25164
BREAKFAST PROG 31A	31220
BUDGET MANAGEMENT	25130
BUILDING REPAIR (OP & MAINT)	26260
BUSINESS ED SUPPORT	22191
BUSINESS EDUCATION	03000
BUSINESS EDUCATION FOLLOW U	03900
BUSINESS OPERATIONS ADM	28440
BUSINESS SERVICES	27100
CAPITAL IMPROVEMENT PGM	46000
CASH/DEBT MANAGEMENT	25162

Program Description	Code
CECIL ST. CLAIR SCHOLARSHIP	29044
CHIEF OF STAFF	23214
CITY-WIDE PGM&CRISIS INTV	85100
CIVIL RIGHTS	28610
CLASS ACTIVITIES	17160
CLASS SIZE REDUCTION	00020
CLOSED SCHOOL/DEPARTMENT	99999
COMMUNICATIONS & MEDIA	23215
COMMUNITY RELATIONS CTR	33000
COMMUNITY RESPONSIBILITY	23221
COMMUNITY USE OF SCHOOLS	29600
COMP ED SUPPORT PROG	22250
COMPACT	21260
CONFLICT RESOLUTION	21140
CONT ED PREGNANT GIRL	34010
CONTRA ACCOUNT	10101
COSMETOLOGY	09360
CPS HOMELESS STUDENT S.W.	32110
CPS STUD ASSISTANCE PROG	32120
CTE ALL ASPECTS OF INDUSTRY	35603
CTE Added Cost	35615
CTE ADMIN./COOR	35614
CTE AUTHENTIC INSTR	35601
CTE PROG DEV/IMPROV	35604
CTE SEC/POST SEC LINKAGES	35605
CTE USE OF TECHNOLOGY	35602
CURRICULUM	22123
CURRICULUM DEVELOPMENT	22120
CURRICULUM LAB EASTSIDE	22121
CURRICULUM LABS	22122
CUSTODIAL	26270
DATA/EVALUATION/EQUIPMENT	00393
DAYTREAT-EI INS DAY TREATMENT	81410
DEPARTMENT OF DEVELOPMENT	62800
DEPUTY CEO CURRICULUM	23211
DPS- MANAGED BOND PROGRAM	23150
DPS SOCIAL SERVICES	21130
DRIVERS EDUCATION	08500
DRUG ED PROGRAM	21190
DYNAMIC ASSESSMENT SW	21610
EARLY CHILDHOOD EDUCA	22180
ECDD-EARLY CHILD DEV DELAYED	81910
EDUCATIONAL TECHNOLOGY	16020
EI-EARLY INTERVENTION	84000
EL EPIC ADMIN CENTER	58101
EL EPIC ALT GIRLS	58114

Program Description	Code
EL EPIC BARET HOUSE	58102
EL EPIC DENBY	58129
EL EPIC NEW DIRECTION	58108
EL EPIC ST JUDE	58100
EL EPIC ST MARTIN	58105
EL EPIC TODD PHILLIPS	58116
EL EPIC VICTOR CENTER	58118
EL EPIC WAYNE COUNTY JAIL	58123
EL EPIC WILLIAMS HOUSE	58117
EL EPIC WOLV SHELTER	58103
EL PRESCH ED HEADSTART ADMIN	00450
EL PRESCH ED HEADSTART EX	00460
EL PRESCH ED HEADSTART HANDICA	00430
EL PRESCH ED HEADSTART TRAININ	00440
EL PRESCHL HEADSTART EXP	00470
EL PRESCHOOL ED HEADSTART INST	00420
EL PRESCHOOL EDUCATION	00480
EMERCENCY FINANCIAL MGR	88800
EMOT IMP-EMOTIONALLY IMPAIRED	81400
EMOTIONALLY MENTALLY IMP 2 MIL	81170
EMPLOYMENT	28320
EPIC ILE House (House of Love)	58140
EPIC P.A.U.S.E.	58131
EPIC PAUL MARTIN BOYS HOME II	58139
EPIC- RESIDENTIALTRMT (DBH)	58107
EPIC-OFF THE STREET	58138
EXAMINATION HIGH SCHOOL	22160
EXECUTIVE SERVICES	23212
EXTENDED DAY	00110
FINANCIAL RESOURC & CNTRL	25122
FINE ARTS	02500
FISCAL MANAGEMENT	25160
FISCAL SERVICES	25100
FN INDIRECT COST	29000
FOOD SERVICE LUNCH PROGRM	31200
FOOD SERVICES	31100
FOOD SV ADMIN FSIS EX	31120
FOOD SVC BREAKFAST PROGRM	31210
FOREIGN LANGUAGE EDUCATION	06000
FY 10 EXCESS STAFF	25010
FY09 PAYROLL FALLOUT	25009
GEN LEDGER & FIN REPORTIN	25163
GENERAL	29020
GENERAL COUNCIL	28600

Program Description	Code
GENERAL SCHOOL ADMIN	24900
GOODS & SERVICES	25200
GROUNDSKEEPING	26300
GUIDANCE & COUNSELING	21220
H/H-HOME & HOSPITAL PROGRAM	82800
HEALTH CLINICS	21300
HEALTH EDUCATION	08100
HEATING PLANT ADMIN.	26240
HIGH NEEDS SCHOOLS (TSU)	22134
HIGH SCHOOL COMPLETION	34500
HI-HEARING IMPAIRED	81600
HOME ECONOMICS	09100
HOME ECONOMICS (COST)	09000
HS ATHLETICS	18000
HS VOC ED HOME ECON PAREN	00920
HS VOC ED PLAN COORDINAT	35210
HS VOC ED TRA & IND AD CT	00320
HUMAN RES MGT & DEV ADM	28380
HVAC SVS ADMIN	26250
INDUSTRIAL ARTS	10000
INDUSTRIAL EDUCATION	01610
INFORMATION SYSTEMS MGMT	28420
INSTRUCTION	00100
INSTRUCTIONAL TECH	22270
ISM ADMINISTRATION	28400
IT TECHNICAL SERVICES	28430
JROTC	08900
JUDGMENT LEVY	51200
KINDERGARTEN 7/7	00150
LABOR RELATIONS	28370
LAST CHANCE - DAB0 TEACHERS	00502
LAST CHANCE - RIVERSIDE PREP	00506
LAST CHANCE-DETROIT BEHAVIORAL	00534
LD-LEARNING DISABILITY	81500
LEADERSHIP & SUPERVISION	24100
LIBRARY MEDIA	22210
LIBRARY MEDIA SUPPORT	22200
LIFE MANAGEMENT	00060
LITERACY PROGRAM	00120
LOW INCIDENCE PRO SUP	83190
LPC GRANT PROCUREMENT&COM	23200
LPC MEDIA RELATIONS	23217
MAINTENANCE OFFICE EQUIP	25181
MARKETING	04000
MATHEMATICS	11000
MEAP PROGRAM	28170

Program Description	Code
MEAP UNIVERSITY	00178
MICHIGAN MERIT EXAM SUPPORT	22170
MICI-MILD COGNITIVE IMPAIRME	81100
MoCI-MODERATE COGNITIVE IMPA	81200
MUSIC	12000
MUSIC INSTRUMENTS	00050
NO CHILD LEFT BEHIND	00200
NON-ENROLL/NON-PUB/HOMELESS	82810
Non-Public Equitable Services	00204
OPERATING BUILDING SERVICES	26220
OPERATION & MAINTENANCE (heade	26200
OPERATION GRADUATION	21900
PAYMENT BOND DEBT	51100
PAYROLL ADMINISTRATION	25150
PERF. & MEDIA ARTS	05600
PERSONNEL PLACEMENT	28321
PERSONNEL RECORDS	28330
PHYS FACIL & CAPITAL IMPR	25180
PHYSICAL & HEALTH EDUCATION	08000
PI SCHOOL ALLOCATION	33300
PI/OHI-PHYSICALLY/ORTH IMPAIRE	81800
PLACEMENT SUPERVISOR	83270
PLAN & SVC DEVELOPMENT	27210
PRIVATE DONATIONS(HEADER)	29040
PROF DEV-PROFESS DEVELOPMENT	83261
PROGRAM EVALUATION	28120
PSYCH SVC-CONSTELLA SVCS- PSYCH	83140
PUBLIC SAFETY ADMIN	26620
PURCH PRINTING & DUPL	25400
READING RECOVERY	00130
READING TUTORIAL	21930
REAL ESTATE PROGRAM	46200
REIMBURSED UNION BARGAINING	25410
REPAIRS & RENOV	26310
RESERVES - FUND BALANCE	99010
RESOURCE COORDINATE TEAMS	21960
RISK MANAGEMENT	28500
RIVERSIDE	41000
RR-RESOURCE ROOM PROGRAM	81940
SCD CURRICULUM LAB WEST	22124
SCHOOL COMMUNITY INVOLVEMENT	33100
SCHOOL SOCIAL WORK	21600
SCHOOL TRANSFORMATION	22193
SCHOOL/COMMUNITY OUTREACH	39010

Program Description	Code
SCIENCE	13000
SCI-SEVERE COGNITIVE IMPAIR	81300
SE ORTHOPEDIC HEALTH SERV	83130
SECOND CHANCE	00117
SECRETARY OF THE BOARD	23120
SECTION 504	85000
SECURITY OF BLDS	26600
SETS	87000
SKILLMAN GRANT	29050
SLI-SPEECH & LANGUAGE PROGRAM	82900
SOCIAL STUDIES	15000
SOCIAL STUDIES WRITING PROJECT	15010
SSW-SOCIAL WORK	83160
STAFF DEVELOPMENT & TRAINING	22130
STUDENT ASSIST & INTERV	21270
STUDENT ATTENDANCE	21100
STUDENT IMMUNIZATION	21310
STUDENT INFORMATION	28450
STUDENT TRANSP ADMINISTR	27110
Summer Institute	00173
SUMMER LEARNING ACADEMY	00175
SUMMER SCH EXTENDED YEAR	00172
SUMMER SCHOOL	00170
SUMMER SCHOOL CREDITS FOR HS	00171
SUTTONHS-EL EPIC ST. FRANCIS	58130
SXI-SEVERE MULTIPLE IMPAIRE	81900
TEACHER DEVELOPMENT	22131
TECHNOLOGY EDUCATION	01600
TELECOMMUNICATIONS	28432
TITLE I BUY IN PROGRAM	00210
TITLE V A APPROVED TRANSFER	67205
TP ALL ASPECTS OF INDUSTRY	35504
TP AUTHENTIC INSTR	35501
TP- EDP's	35502
TP USE OF TECH	35503
TRAINING /TECHNICAL SUPPORT	25191
TRANS SE PHYS/OTH IMP	27900
TRANSITION ACADEMY	00177
TRANSPORTATION	27200
TRUST & SCHOLARSHIPS	54100
URBAN ARTS	41100
USE OF TECH/CURR DEV	00394
UTILITIES	26280
VEHICLE MAINTENANCE	27400



Program Description	Code
VI-VISUALLY IMPAIRED	81700
VOLUNTEER SERVICES	29030
WORKSKILLS-EMI WORK SKILLS	81110

FREQUENTLY USED SUBPROGRAMS

Subprogram Description	Code
.	00000
.	99999
ATTENDANCE BONUS	29107
ATTENDANCE SYSTEMS	64122
BUDGET AMENDMENT #1	00001
BURNS ELEMENTARY	03500
CARSTENS ELEMENTARY	05600
Clericals	81300
CLIPPERT ACADEMY	06500
COFFEE BREAK BONUS	29108
Contingencies	81500
copiers	99025
Custodial Services	81100
DEP	55555
DESKTOP COMPUTER SYSTEM	64129
Discretionary Reductions	81400
EARHART MIDDLE	43200
EDMONSON ELEMENTARY	10500
ENDOWMENT ACTIVITIES	29400
FARWELL MIDDLE	43500
FOOD SERVICE SYSTEMS	64121
FREE & REDUCED TRACKING SYSTEM	64125
GLOBAL POSITIONING & VEH MAINT	64128
GOMPERS ELEMENTARY	13500
HARDING ELEMENTARY	44800
HELMANN PARK MIDDLE	42100
LEARNING SYNERGY/DECISION SUPT	64123
LESSENGER ELEM/MIDDLE	46200
LIBRARY MEDIA SYSTEMS	64124
LOGAN ELEMENTARY	21800
LONGEVITY PAY	29102
LOST PREP PAY	29105
LUNCHROOM DUTY	29104
MAXIMO WORKORDER SYSTEM	64120
MCNAIR MIDDLE	45400
NEINAS ELEMENTARY	27000
NETWORK MANAGEMENT SYSTEMS	64131
NETWORK SYSTEMS UPGRADES	64112
NOLAN ELEMENTARY	47400
Noon Hour Aides	81200
OVERCLASS - SIZE PAY	29106

Subprogram Description	Code
PA SYSTEM REPLACEMENTS	64130
PEOPLESOFT FINANCIAL & EPM	64118
PEOPLESOFT HCM	64119
Physical Plant	81000
RETROACTIVE PAY	29103
ROBERTO CLEMENTE ACADEMY	26600
RUTHERFORD ELEMENTARY	27200
SCOTT MIDDLE	42300
Severance Pay- Special pmt	29999
SPECIAL EDUCATION SYSTEMS	64117
Steps and Lanes	80900
STEWART ELEMENTARY	33900
STUDENT INFORMATION SYSTEMS	64115
SUBSTITUTE COSTS	80400
SUBSTITUTE SYSTEMS	64116
TECHNOLOGY DESIGNER FEES	64113
THIRKELL ELEMENTARY	35100
TRANSPORTATION SYSTEMS	64126
UNION CONSESSION	80300
UPGRADES TO SUPPORT SITES	64114
VEHICLE MAINTENANCE SYSTEMS	64127

FREQUENTLY USED OBJECTS

Object Description	Code
ACCOUNTING	513100
ADMINISTRATIVE ASSISTANT	511300
ADMINISTRATIVE SUPPLIES	759100
ADVERTISING	735100
AIDES	516300
AIDES	516310
ALTERATIONS	762200
ARCHITECT & ENGINEER RESTRICT	962240
ARCHITECT-ENGINEER	513500
ASSISTANT SUPERINTENDENT	511200
ATTENDANCE	516800
AUDIT SERVICES	731800
AUDITING	513200
BATTERIES- BUSES	757150
BATTERIES- VEHICLE	757151
BOND CONST RELATED COSTS	962250
BOND COSTS	969130
BOND INSURANCE	939900
BOND ISSUE COSTS	973100
BOND ISSUE DISCOUNT	972500
BOND MANAGEMENT SERVICES	931500
BOND PROGRAM MGT (D WIDE)	969140
BOND PROGRAM MGT COSTS	969110
BOND SITE ACQUISITION	969120
BOND SITE DEMOLITION	963110
BOND SITE LIGHTING	963120
BOND TECHNOLOGY	964110
BOND UNALLOCATED EXPENSE	969150
BOND UNDERWRITER DISCOUNT	972600
BOND-TECHNOLOGY DESIGNER	964120
BUDGET	513110
BUS MAINTENANCE	741300
BUS REPAIR PARTS	757310
BUSES	966010
BUSES (HEADER)	966000
CAPITAL LEASE PAYMENT	971500
CLAIMS AND JUDGMENTS	975100
CLERICAL / ADMINISTRATIVE SUP	518800
CLOSED SCHOOL ALLOCATIONS	879140
COMMUNITY BASED INSTRUCTION	749120
COMMUNITY USE	518630
COMMUNITY USE OF SCHOOLS	739910
COMMUNITY WORKSHOP COSTS	732220
CONCRETE	741140

Object Description	Code
CONFERENCE REGISTRATION	732210
CONSUMABLE FOOD	756180
CONTINGENCY	962230
CONTRACT VENDOR- BUSES	733110
CONTRACT VENDORS- FACILITIES	741150
CONTRIBUTIONS TO STATE COUNTY	628200
COPIER MAINTENANCE	741200
COPIERS	764300
COUNSELING	512200
CRAFTS & TRADES - ENGINEERS	515500
CURRICULUM	512100
CUSTODIAN	516400
DIESEL FUEL	757110
DPS BOND GROUP	969160
DUES AND FEES	974100
EARLY RETIREMENT INCENTIVES	622100
ELECTRIC-ENERGY SUPPLIES	855200
EMERGENCY SUBS	519710
EMPLOYEE INSURANCE (HEADER)	621000
EMPLOYER SOCIAL SECURITY	628300
EQUIP AND FURNITURE-RESTRICT	963400
EQUIPMENT CLASSROOM OVER 5K	764140
EQUIPMENT MAINTENANCE OTHER	741290
EQUIPMENT OFFICE OVER 5K	764100
EQUIPMENT OTHER OVER 5K	764190
EQUIPMENT TECHNICAL OVER 5K	764130
FIELD TRIPS ADMISSION	733160
FINAL PAY - MIP	517940
FINAL PAY - NO MIP	517930
FINAL PAY - VACATION	517920
FLEET INSURANCE	739300
FOOD	756100
FOOD SERVICE	516500
Furn/Equip/non-depreciable	964200
GASOLINE	757120
GASOLINE OIL AND GREASE	757100
GENERAL CONDITION	962220
GENERAL RESERVE	990100
GLASS REPAIR- BUSES	741121
GLASS REPAIR-VEHICLE	741122
GRADUATE AIDES	516330
HAZARDOUS ABATE	969540
HEATING PLANT	516950
HIGH SCHOOL COMPLETION	749130
INFORMATION MANAGEMENT	515100
INSTRUCTIONAL CONSULTANT	512500

Object Description	Code
INSTRUCTIONAL MEDIA	512600
INTEREST ON NOTES AND LOANS	972100
INTEREST ON SERIAL BONDS	972200
INTEREST SERIAL BONDS - ENERGY	972210
IT EQUIPMENT	764120
JUDGMENTS	775100
LEGAL	513300
LEGAL SERVICES	731700
LIBRARIAN	512300
LIBRARY BOOKS (ADDITIONS)	753100
LIBRARY BOOKS (HEADER)	753000
LIBRARY SUPPLIES	753500
LICENSES AND PERMITS	779740
LOCAL TRAVEL	732100
LOOSE EQUIPMENT	964100
MAIL/POSTAGE	834300
MAINTENANCE	759810
MANAGEMENT INFO SYSTEMS	731610
MEDICAL SERVICES	731930
Misc Supplies and Materials	759900
MISC. EXPENSES	779120
MISCELLANEOUS SUPPLIES	759150
MOTOR OIL AND GREASE	757130
NATURAL GAS	855100
NEW CONSTRUCTION	962200
NEW EQUIP (<5K) OFFICE MACHINE	764200
NEW EQUIP CLASSROOM UNDER 5K	764240
NEW SCHOOL BUSES	966100
NON CAPITAL EQUIPM-UNDER 5K	755100
NOON HOUR AIDES	516340
NURSING	514500
NURSING- STAFF SERVICES	731410
OCCUPATIONAL THERAPY	514800
OFFICE SUPPLIES	759120
OTH PURCHASED SERVICE (HEADER)	749000
OTHER ADMINISTRATION	511900
OTHER CAPITAL OUTLAY OVER 5K	769100
OTHER CAPITAL OUTLAY-RESTRICT	969100
OTHER EMPLOYEE BENEFITS	629900
OTHER EMPLOYEE INSURANCE	621900
OTHER EQUIPMENT < 5k	764290
OTHER INSURANCE	739900
OTHER MISCELLANEOUS EXPENSES	779900
OTHER OPERATION AND SERVICE	516900
OTHER PROFESSIONAL AND TECHNIC	731900

Object Description	Code
OTHER PROFESSIONAL BUSINESS	513900
OTHER PROFESSIONAL EDUCATION	512900
OTHER PURCHASE SERVICES RESTRI	849100
OTHER PURCHASED SERVICES	749100
OTHER REPAIRS	741900
OTHER TECHNICAL	515900
OTHER TRAVEL EXPENSES	732230
OTHER TRAVEL EXPENSES	732900
OTHER-PURCHASED SERVICES	749900
OTHER-RENTAL	742900
OUTSIDE CONSULTANTS	731940
OVERTIME ADMINISTRATIVE	519100
OVERTIME CLERICAL/ADMIN	519800
OVERTIME-OPERATION AND SERV	519600
OVERTIME-OTHER OVERTIME SALARY	519900
OVERTIME-TEACHING	519700
OVERTIME-TECHNICAL	519500
PARENTAL INVOL- SERVICES	749140
PARENTAL INVOL-SUPPLIES	779140
P-Card	759920
P-CARD	779100
PERIODICALS	754100
PERSONNEL	513400
PHYSICAL THERAPY	514700
POSTAGE	734300
PRINTING AND BINDING	736100
PROFESSIONAL EDUCATION	518200
PROFESSIONAL EDUCATION-OT	519200
PROFESSIONAL OTHER	514900
PROGRAM/DEPT DIRECTION	511700
PROPERTY & LIABILITY INSURANCE	739100
PROPERTY TAXES-DISCRETIONARY	779730
PSYCHOLOGICAL	514300
PUPIL SERVICES	731300
PUR.SERV. LAND & BUILDINGS	741100
PURC.SRV. CONTRACTED LEARNING	731150
PURCHASED SERVICES-INSTRUCTION	731100
PURCHASING	515300
RECRUITMENT	749110
REDEMPTION OF LONG-TERM BONDS	971200
REMODELING	962210
RENTAL EQUIPMENT	742200
RENTAL LAND AND BUILDINGS	742100

Object Description	Code
REPLACEMENT EQUIP OTHER > 5K	764590
RESEARCH PERSONNEL	511800
ROOF REPLACEMENT	969500
SCHOOL DIRECTION AND MGMT	511500
School Service Asst Hourly	519930
SCHOOL SERVICES - SUMMER	518070
SECRETARY-CLERICAL-BOOKKEEP	516200
SECURITY AND MONITORS	516600
SECURITY INFRASTRUCTURE	962290
SECURITY SERVICES	731920
SECURITY SUMMER	516620
SEVERANCE PAY	517600
SITE DEVELOPMENT	963100
SITE LIGHTING	969510
SITE PREPARATION COST	763100
SOCIAL WORK	514400
SOCIAL WORKER SUMMER	514420
SPECIAL EDUCATION AIDE ADDITIO	519940
SPECIAL EDUCATION SUMMER	512720
SPECIAL INSTRUCTION	518210
SPECIAL INSTRUCTION	519210
SPECIAL SALARY PAYMENTS	517100
SPEECH/LANGUAGE THERAPIST	512800
STAFF DEVELOPMENT/TRAINING	731210
STAFF IN SERVICE TRAINING	731200
STAFF SERVICES	731400
STEAM	855910
STUDENT AIDES	516320
STUDENT BUS PASS	733150
SUMMER COUNSELOR	512220
SUMMER DEPT HEAD	511710
SUMMER SCHOOL	879120
SUMMER SUPERVISOR	511610
SUPERINTENDENT	511100
SUPERVISION-DIRECTION	511600
TAXI CAB- TRANSPORTATION	733130
TEACH SUPPLIES & MAT TESTING	751210
TEACHER-IN-CHARGE OF FOOD	516550
TEACHING	512400
TEACHING/TESTING SUPPLIES	751100
TELEPHONE	834100
TEMPORARY ADMINISTRATIVE	518100
TEMPORARY CUSTODIAL	516420
TEMPORARY-OPERATION AND SERV	518600
TEMPORARY-OTHER TEMP SALARIES	518900
TEMPORARY-TEACHING	518700

Object Description	Code
TEMPORARY-TECHNICAL	518500
TEXTBOOKS	752100
TIRES TUBES AND BATTERIES	757200
TIRES AND TUBES-BUSES	757140
TIRES/TUBES-VEHICLE	757141
TRANSFER OTHER FUNDS	981100
TRANSP- FIELD TRIPS	733120
TRANSPORTATION/FIELD TRIPS	733100
TUITION-DISCRETIONARY	737100
UN-BUDGETED RESTRICTED FUNDS	879150
UNEMPLOYMENT COMPENSATION	628500
UNIFORMS	759130
UNIVERSAL PRECAUTIONS	759140
VEHICLE MAINTENANCE	741310
VEHICLE OPERATION	516100
VEHICLE REPAIR PARTS	757300
WATER AND SEWAGE	838300
WORKER'S COMPENSATION	628400
WORKSHOP STIPEND	517910
WORKSHOPS AND CONFERENCES	732200