

# Requesting a Budget Report

At the main menu type in the number that corresponds to  
"Request Budget Report Writer"

WS92 DEFAULT.W92  
File Edit Config Options Trouble Print Help  
ENTER PRINT SCR HRESET SCREEN

District: 98 Multi-year Budget Activity Report Writer QSS/OASIS  
Year: 05

FY Start: 070104 From date: 070104 To date: 063005  
Report title: \_\_\_\_\_  
Select Accounts: Y (Y/N)

Budget value to show on report: W (A=App, R=Rev, W=Work)  
Include Budget Trnsfers: N (Y/N/U/A)  
Include Budget Detail: N (Y/N)  
Include Budget Warnings ONLY? N  
Include Approved/Unapproved GL Trans: A (A/U/B)  
Exclude Pre-encumbrances: N (Y/N)  
Print Account Description: N (Y/N)

Detail line format  
1 = OBJECT 4 = OBJECT , Detail Sort Item  
2 = OBJECT Significant fields only 5 = Summarize OBJECT  
3 = OBJECT All fields 6 = Summarize last sort item

BDXSUB H.00.03 compiled 08/26/99 09:47 Option:0001

Start Help Obtain Continue Return  
Over Over Preset to Menu

NS/VT:hp.kern.org HP 4:22 NUM OVR 14:50 Wed Oct 13

From date: **070104** automatically goes to

To date: **current date** automatically goes to 06/30/05

Report title: **type in your name**

Select Accounts: **Y** (Y/N)

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Budget value to show on report: W (shows A)

Include budget Transfers? N (shows A)

Include Budget Detail? N (preset)

Include Budget Warnings ONLY? N (preset)

Include Approved/Unapproved GL Transfers? N (shows A)

Exclude Pre-encumbrances: N

Print Account Description : N

Detail line format: **3** OBJECT all fields

**ENTER**

WS92 DEFAULT.W92

File Edit Config Options Trouble Print Help

ENTER PRNT SCR HRESET SCREEN

District: 98 Multi-year Budget Activity Report Writer QSS/OASIS  
Year: 05

FY Start: 070104 From date: 070104 To date: 063005  
Report title: CSSF 98 - TINA P.  
Select Accounts: Y (Y/N)

Budget value to show on report: W (A=App, R=Rev, W=Work)  
Include Budget Trnsfers: N (Y/N/U/A)  
Include Budget Detail: N (Y/N)  
Include Budget Warnings ONLY? N  
Include Approved/Unapproved GL Trans: A (A/U/B)  
Exclude Pre-encumbrances: N (Y/N)  
Print Account Description: N (Y/N)

Detail line format

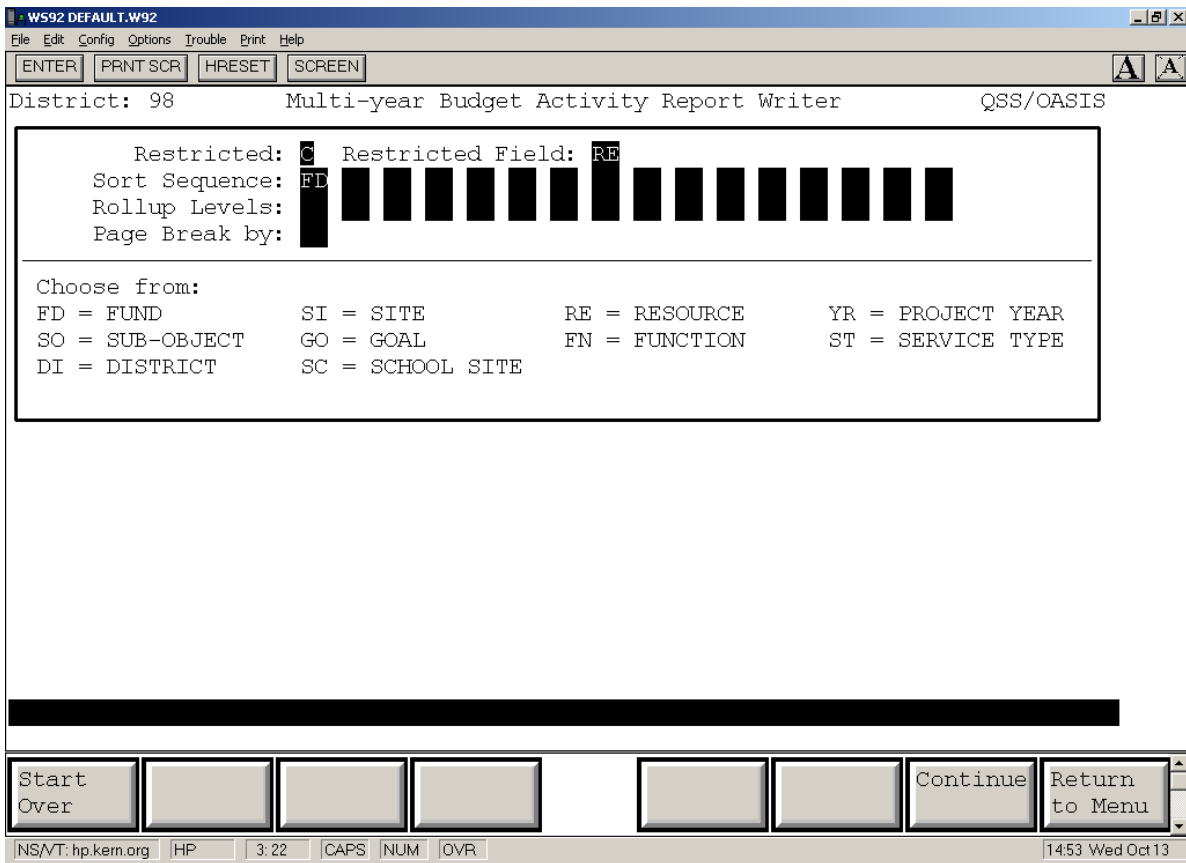
**3** 1 = OBJECT 4 = OBJECT , Detail Sort Item  
2 = OBJECT Significant fields only 5 = Summarize OBJECT  
3 = OBJECT All fields 6 = Summarize last sort item

Start Over Help Obtain Preset Continue Return to Menu

NS/VT: hp.kern.org HP 4:22 CAPS NUM OVR 14:52 Wed Oct 13

**ENTER**

**F-7 Continue**



Restricted: C (Preset)

Restricted Field: RE (Preset for Resource)

Sort sequence: FD (preset)  
SI (Site)

~~DI (District Number)~~

Choose from the other fields listed

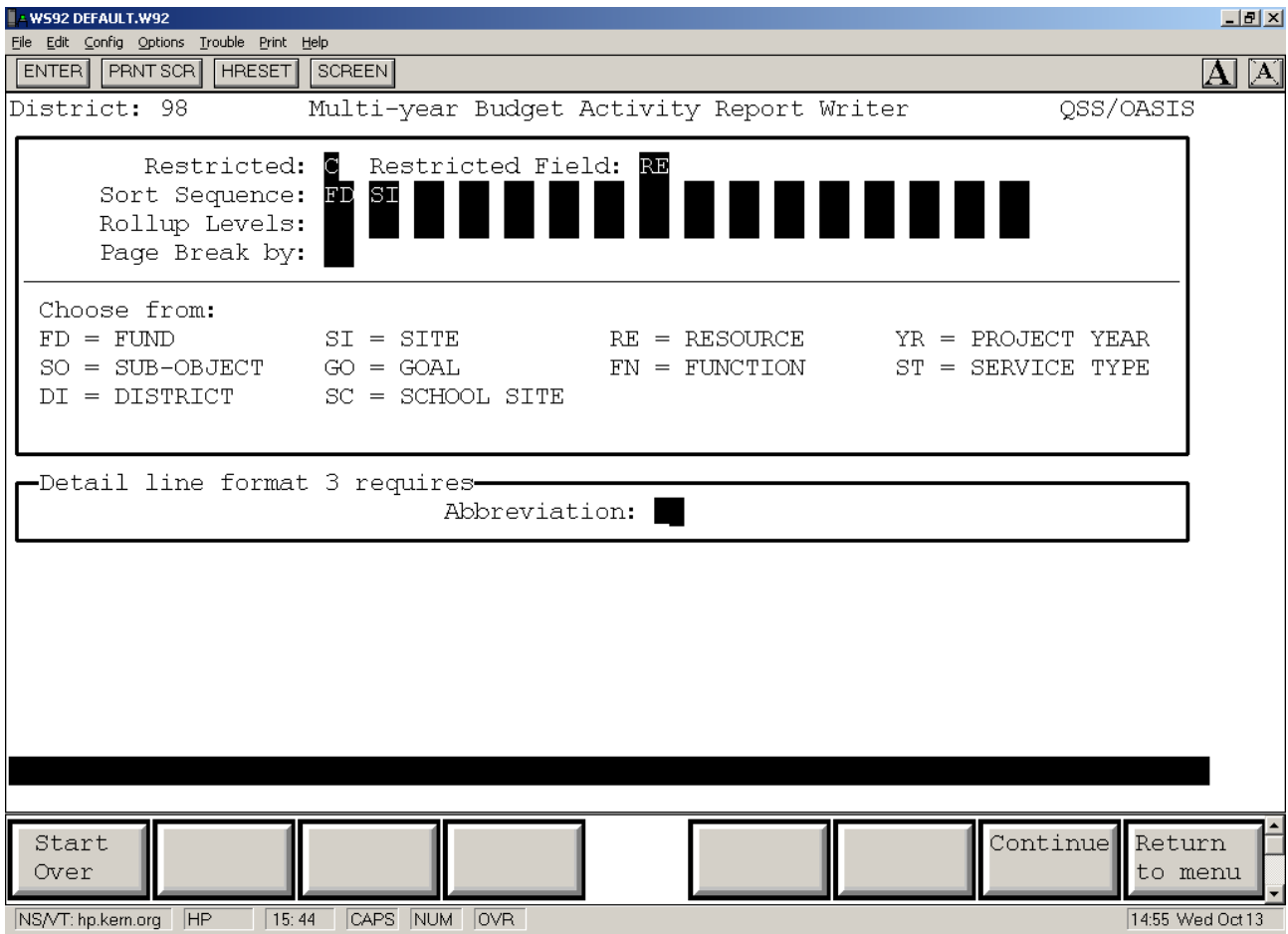
Usually by site first.

Rollup Levels: Don't use

Page Break by: SI (Site) Will split each site.

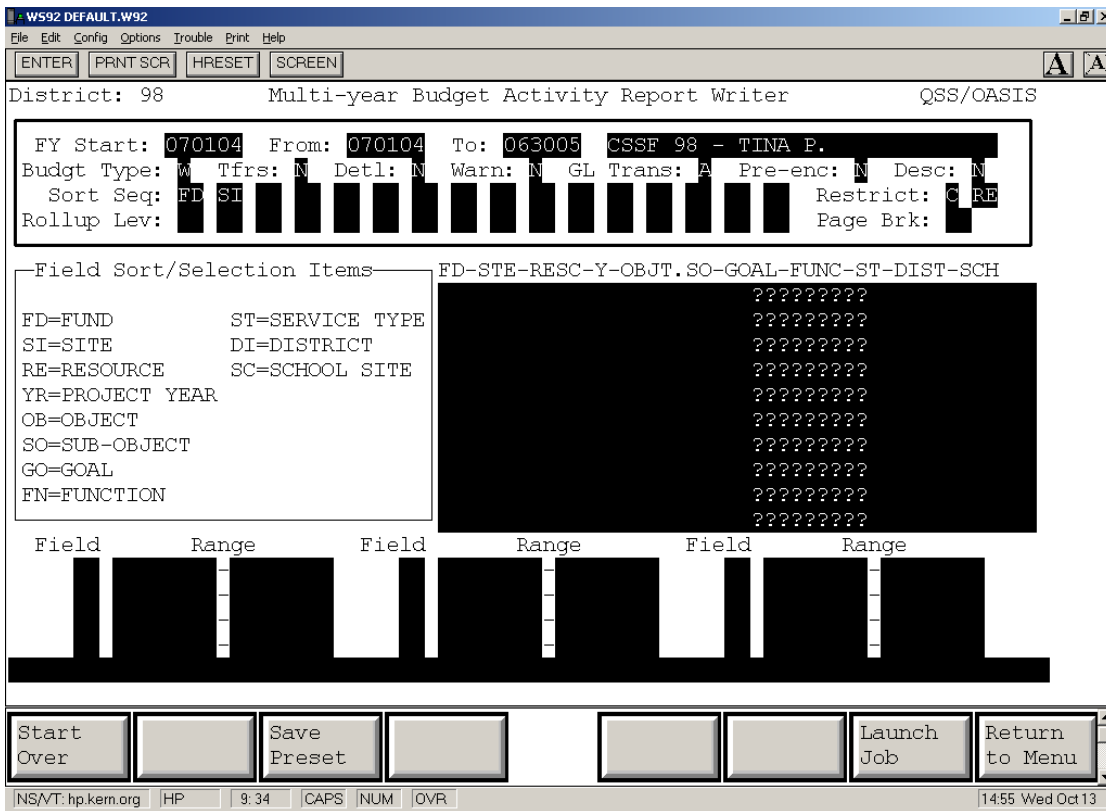
**ENTER**

**F7 – Continue**



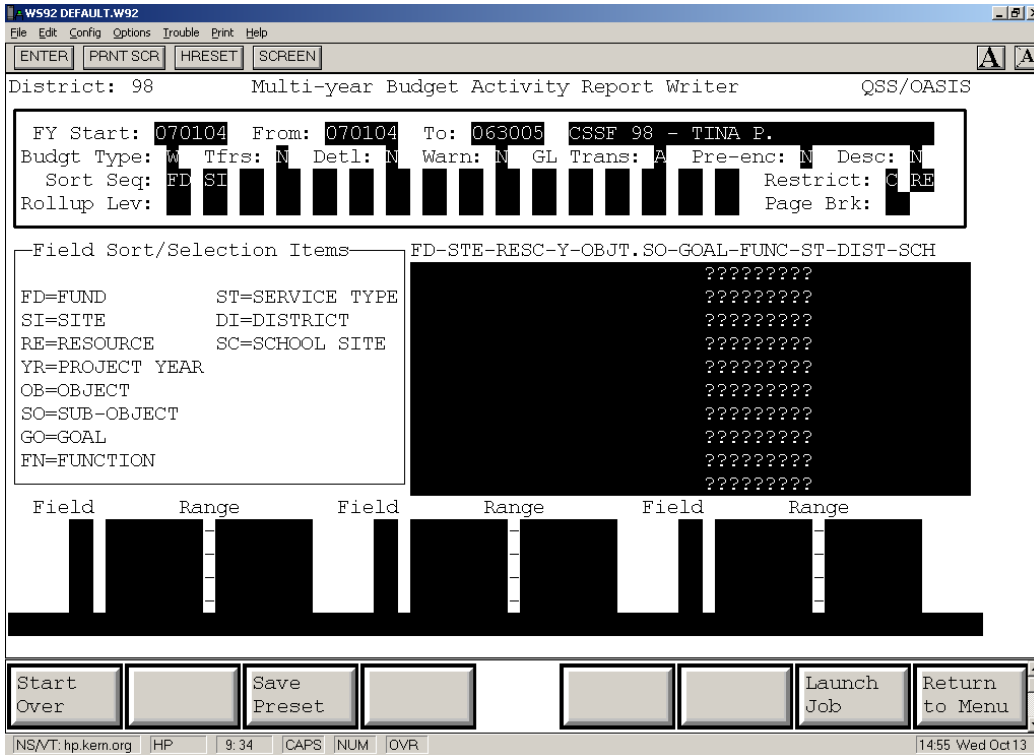
Abbreviation: SI (usually use Site)

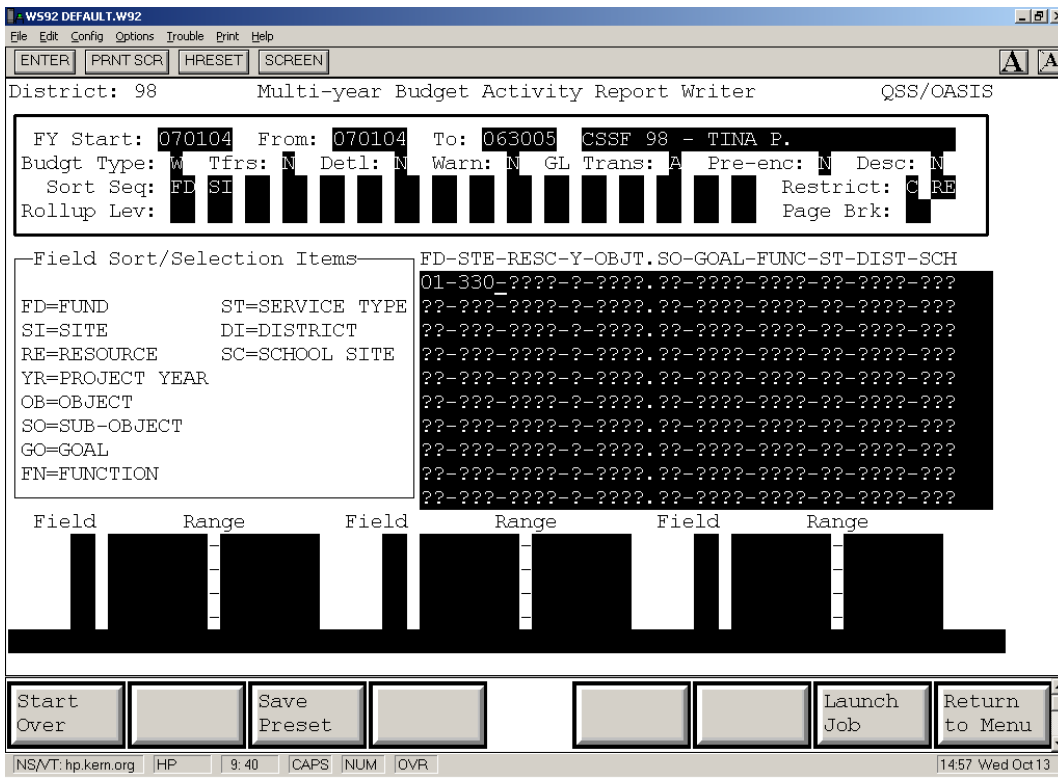
**ENTER**            **F7 – Continue**



# ENTER

Question marks (???) will automatically fill in square





Type **01** under FD (Fund)

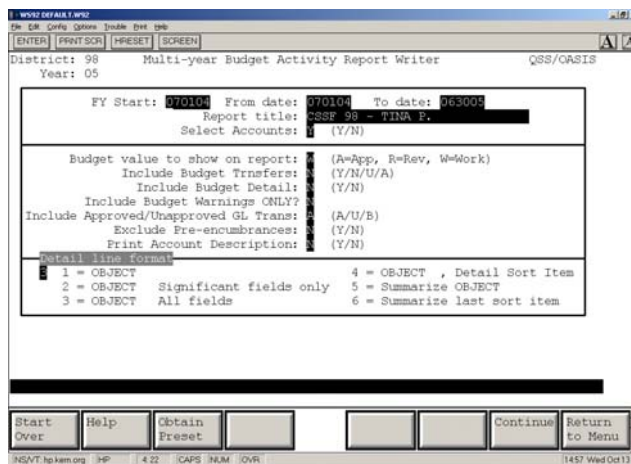
If you are sorting by site type in the site number under

STE (Site) 330

**DO ONE SITE AT A TIME**

**ENTER**

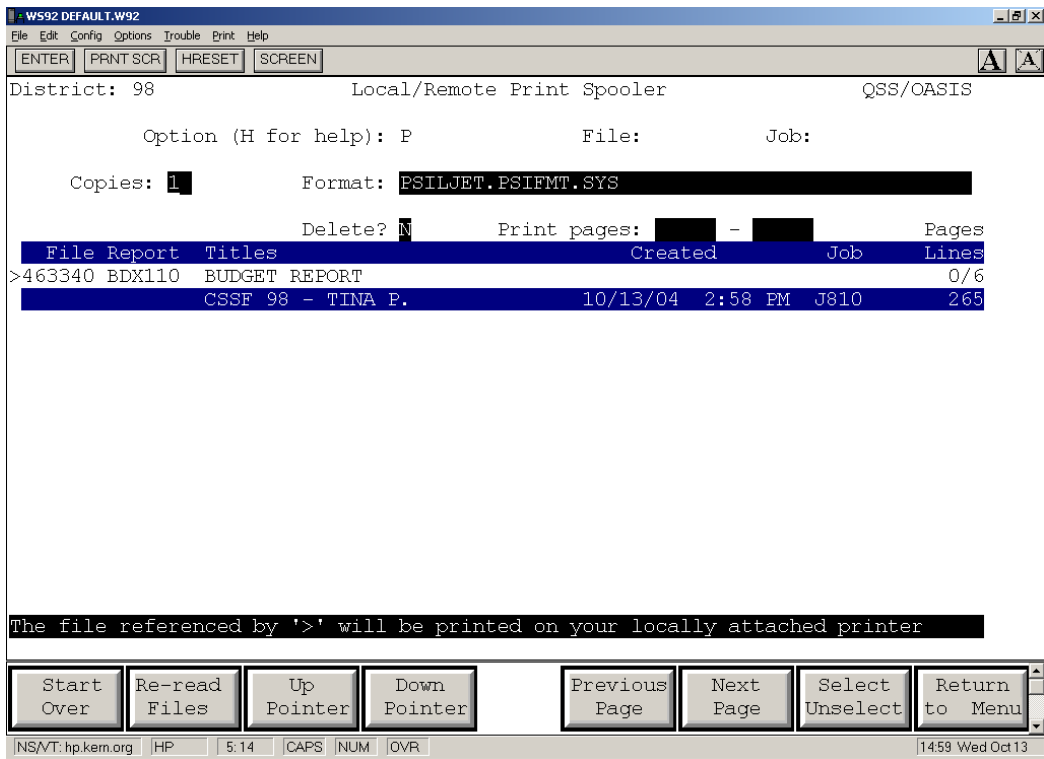
**F7 – Launch Job** (starts processing report)



Will go back to Screen #1

F-8 – Return to Menu





Option: **P** (for Print)                      **ENTER**

Copies: 1 (preset-can change)

Format: Your printer location (preset-please leave alone)

Delete: N (preset)

Print Pages: can use if you only want certain pages of a big report

**ENTER**                                      Will start printing

12/28/01

Sort sequence: FD (preset)

SI (Site)

DI (District Number)

Choose from the other fields listed

Usually by site first.