1. **SCOPE: NO LONGER USED**

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

* 1. This work instruction communicates the process used to create the Monthly Budget Transaction Report for Saint Louis Public Schools Board approval.
1. **RESPONSIBILITY:**
	1. Budget Technician
2. **APPROVAL AUTHORITY:**

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Signature Date

* 1. Executive Director of Budget
1. **DEFINITIONS:**
	1. SLPS – Saint Louis Public Schools
	2. SAP – Information system used by SLPS
2. **WORK INSTRUCTION:**
	1. **GENERATING THE REPORT**
	2. Log onto to SAP and enter transaction **Zbud\_monthly.**
	3. Click the **“get variant”** icon, which is the third icon from the left.
	4. A screen will appear. Double Click the Board of Education.”
	5. Another screen will appear. The FM area, Fund, etc. will default.
	6. Scroll down to enter your document numbers.

**This is a 9 digit number**  to **0599999999**

**This 9 digit number will change monthly This number does not change**

* 1. Go to the top and select Program. A box will drop down. Select **“Execute in the**

 **Background.”**

5.8 A printer screen will appear.

1. Using the drop down, select a printer (select the Xerox printer if you are connected).
2. Using the drop down, select the number of copies.
3. Take the check **off** in the box **“Delete After Input.**”
4. Hit enter-green check
5. Another screen will appear.
6. Hit Immediate.
7. Click the check and then click save (diskette).

5.9 You should get the reading “Background Job was scheduled for program ***ZFR\_Annual\_Budget\_Revised*** at the bottom of the screen.

5.10 Go back to the main menu by hitting the green back arrow.

5.11 Check the batch status by using transaction code **SM37**

5.12 Your report should be running. Verify by reviewing the **“status column.”** It will state “**Active**”. This report will run overnight.

**PRODUCING THE REPORT**

5.13 Enter transaction code **ZBUD.**

5.14 Put a check in the box that states “**Include B Control # Only**.”

5.15 Hit Execute (the clock)

5.16 The Monthly Board Transaction report will appear. **DO NOT PRINT THE REPORT NOW.**

5.17 Go back to the main menu by hitting the green back arrow.

**GETTING THE LAST DOCUMENT NUMBER (You must have the last document number in order to produce future reports. It is vital that you get the last document number each time you run this report)**

5.18 Log on to SAP and enter transaction **SM37.**

5.19 Change the date back to the date that you initiated the report.

5.20 Hit Execute (the clock).

5.21 Review your **“Job Overview”**. In the **Status** column, it must state “**Finish”** before you can proceed with the following steps.

5.22 Put a check in the box that states **ZFR\_Annual\_Budget Revised”.**

5.23 Hit the **“Spool”** icon.

5.24 A screen will appear.

5.25 Put a check in the box that states **“Spool No”.**

5.26 Hit the **“Eye Glasses”** icon.

5.27 A document will appear. This document is called the **Extract.**

5.28 Scroll down to the bottom of your screen to obtain your **Last Document Number.**

5.29 For subsequent reports, change **the last digit only** to the next highest number. **(REMEMBER-YOU MUST HAVE THE LAST DOCUMENT NUMBER IN ORDER TO INITIATE FUTURE REPORTS.)**

5.30 You may also print the Extract by clicking the Printer icon. **Be sure to take the check out of** **the box that states** **“Delete after Input”**. This will allow you to go back to the report if necessary.

5.31 Go back to the main menu.

**PRINTING THE TRANSACTION REPORT**

5.32 Enter transaction **Zbud**.

5.33 Make sure the box has a check in it that states **“Include B Control # Only”**.

5.34 Hit executive (the clock).

5.35 The **Monthly Board Transaction Report** will appear.

5.36 Hit the **“Printer”** icon.

5.37 A screen will appear.

5.38 Select the printer.

5.39 Take the check **out of** the box that states **“Delete after Input”**. This will allow you to go back to the report if you need to.

5.40 Click **continue** to print the report.

1. **ASSOCIATED DOCUMENTS:**
	1. Transfer of Appropriations Form
	2. Monthly Board Transaction Report
2. **RECORD RETENTION TABLE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification** | **Storage** | **Retention** | **Disposition** | **Protection** |
| Transaction ReportTransfer Form | File cabinetComputerFinance Portal |  |  | Secured BuildingExcel (I Drive) /Password ProtectedUser ID Access |
|  |  |  |  |  |

1. **REVISION HISTORY:**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Rev.** | **Description of Revision:** |
|  |  |  |

**\*\*\*End of procedure\*\*\***