

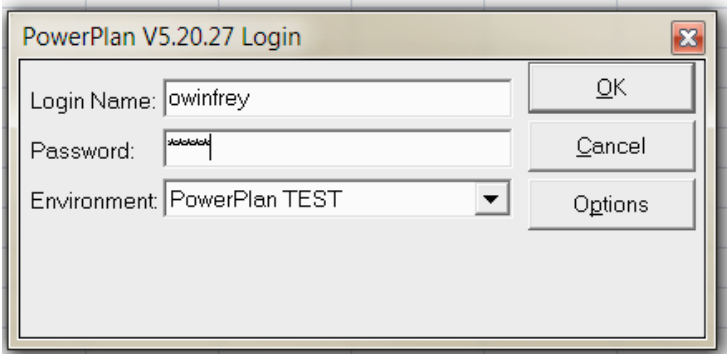




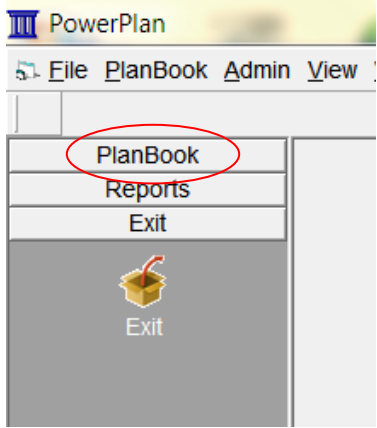
**Tacoma School District
PowerPlan Budget Process
Reference Document
School Budget Users**

School BRC Users

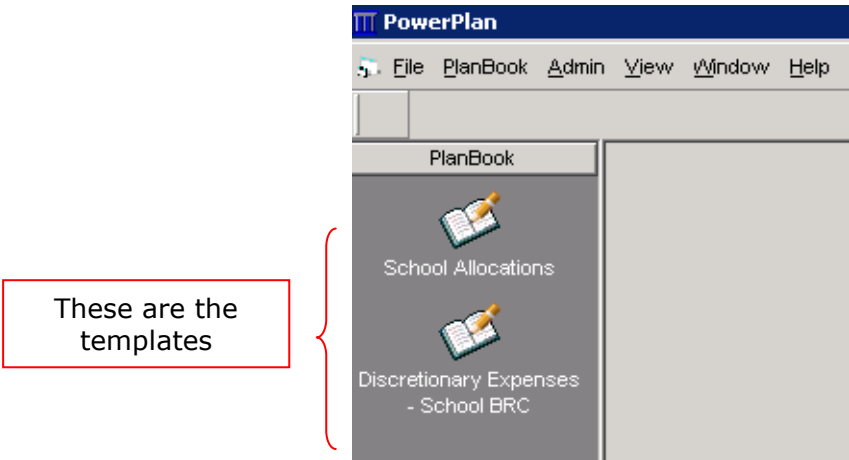
To login into PowerPlan, click on the icon  which is located on your desktop. If it is not on your desktop, click on the Start button located on the bottom left of your screen . Select All Programs, open the PowerPlan folder, and click on PowerPlan. The Login screen will pop up.



Click on Planbook (also known as Workbook) on the left.



When the School Users log in, they will see two PlanBook templates:



Workflow Status (Checkout) Planbook

The current Workflow Status reflects the applicable stage of the budget process. You must check out your Planbook before you start to input your budget data. This will prevent other users that have access to your School BRC from working on the Planbook at the same time you are entering your data.

To check out:

- 1) Click on the School Allocations Template on the left
- 2) Put your mouse pointer on Entity, then right click
- 3) Another screen will pop up, click on Check out, then ok

The screenshot displays the PowerPlan software interface. On the left sidebar, the 'School Allocations' template is highlighted with a red circle and labeled '#1'. The main window shows the 'Entity: 224_INPUT - 224_INPUT' and 'Template: School Allocations' with a red circle and arrow labeled '#2'. An 'Entity Information' dialog box is open, showing 'Current Status: Stage2-Input' and a 'Checked Out by' field. The 'Check Out' button in the dialog is circled in red and labeled '#3'. Below the dialog, a table shows historical data for 'Avg. Enrollment FTE - ES'.

| History: 224_INPUT 224_INPUT D1000 Avg. Enrollment FTE - ES | Total | Average | SEP | OCT | NOV |
|---|--------|---------|------|------|------|
| Actuals:2011 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Actuals:2010 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Actuals:2009 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 Year Avg | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 Year Avg% | 100.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| 2011:2010 Change | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| 2010:2009 Change | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Adopte:Actual Change | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Adopted:2011 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

If the Planbook is checked out by someone else their name will appear here. You can still view the Planbook as a Read-Only file, no changes can be made.

School Allocations

| School Allocations 224 INPUT Fy2012 | | Annual Fy2012 |
|--|---------------------------------------|------------------|
| D1000 | Avg. Enrollment FTE - ES | 0.00 |
| D1010 | Flat Rate (\$ per FTE) - ES | 0.00 |
| D1002 | Avg. Enrollment FTE - MS | 0.00 |
| D1012 | Flat Rate (\$ per FTE) - MS | 0.00 |
| D1004 | Avg. Enrollment FTE - HS | 1,182.82 |
| D1014 | Flat Rate (\$ per FTE) - HS | 59.40 |
| D1020 | Initial Estimated Allocation (100%) | 70,260 |
| D1030 | % Allocation | 0.0682 |
| D1040 | Estimated Allocation | 52,695 |
| D1045 | School Standard Allocation | 0 |
| D1050 | Trade FTE | 0.00 |
| D1060 | Trade FTE Rate | 0 |
| NOTE | CALL BUDGET OFFICE IF TRADE IS NOT OK | |
| D1065 | Trade OK (1-Yes 0- No) | 0.00 |
| D1070 | Trade FTE \$Add (Remove) | 0 |
| D1075 | Allocated Budget for School | 52,695 |
| D1080 | Key Allocation | 1,130 |
| D1090 | Custodial Allocation | 1,800 |
| TOTALBUDGET | Total Budget Allocated | 55,625 |

The School Allocations template shows the derivation of their allocated budget; this is the amount they are allowed to spend for their discretionary expenditures in the upcoming budget year. In the example above, you can see that based on the average High School Student FTE, this school have an initial allocation of \$55,625. If the user has discussed an FTE Trade, this too would appear on the screen.

The only line to modify on this template would be the account labeled **D1065**. If the school has a Trade, there would be a value of 1 in the column labeled Annual Fy 2012. The school has the option to accept or not accept it by indicating a value of "0=No" or "1=Yes". If the school changes the value, they must also add a Note for any comments. This is achieved by right clicking on the account **D1065**, and choosing Notes. There is no other input required in this template. The information provides an explanation, and the formula of their approved allocation.

The school must also contact Budget Department of their changes to the Trade to reset the Budget Allocation for their school.

Discretionary Expenses – School BRC Template

PowerPlan - [Input: 224_INPUT - Discretionary Expenses - School BRC]

File Edit Select PlanBook Admin View Window Options Help

Entity: 224_INPUT - 224_INPUT Scenario: WORKBO
 Template: Discretionary Expenses - School BRC Year: Fy2012

| Discretionary Expenses - School BRC | | Annual |
|-------------------------------------|---------------------------------------|---------------|
| 224_INPUT Fy2012 | | Fy2012 |
| 5051 | Field Trip Transportation Tran | 0 |
| 5055 | P&G Copy Transfer | 3,880 |
| 5057 | P&G Printing Transfer | 1,030 |
| 5058 | Copy Machine Transfer | 0 |
| 5059 | P&G Color Copy Transfer | 0 |
| 5062 | B&G Labor Cost Transfer | 1,800 |
| T0000 | Debit Transfer | 6,710 |
| 5510 | Supplies & Materials | 35,394 |
| 5513 | Stamps/Postage | 2,000 |
| 5525 | Software Purchase | 0 |
| 5530 | Recoverable Materials | 500 |
| 5532 | Subscriptions | 580 |
| 5540 | Non-Capitalized Equipment (und | 2,450 |
| 5550 | Non-Travel Food & Beverage | 0 |
| T5000 | Supplies & Materials | 40,924 |
| 5712 | Bus Passes/Tokens | 675 |
| 5715 | External Printing | 0 |
| 5720 | Rental Services | 1,625 |
| 5721 | Software Licensing | 0 |
| 5727 | Repairs | 100 |
| 5755 | Registration Fees | 100 |
| 5790 | Contractual Services - Other | 167 |
| T7000 | Purchased Services/Contractual | 2,667 |
| TDISC | Discretionary Expenses | 50,301 |
| TOTALBUDGET | Total Budget Allocated | 55,625 |
| NETBALANCE | Balance | 5,324 |

History: 224_INPUT 224_INPUT 5220 Cert Extra Work (EP)

| | Total | Average | SEP | OCT | NOV |
|----------------------|----------|---------|------|------|----------|
| Actuals:2011 | 0 | 0 | 0 | 0 | 0 |
| Actuals:2010 | 325 | 27 | 0 | 0 | 325 |
| Actuals:2009 | 39 | 3 | 0 | 0 | 0 |
| 3 Year Avg | 121 | 10 | 0 | 0 | 108 |
| 3 Year Avg% | 100.0% | | 0.0% | 0.0% | 89.3% |
| 2011:2010 Change | (100.0%) | 734.4% | 0.0% | 0.0% | (100.0%) |
| 2010:2009 Change | 734.4% | 0.0% | 0.0% | 0.0% | 0.0% |
| Adopte:Actual Change | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |

Print Export to Spreadsheet

Bottom portion of your screen has the 3 Year Actual and the Current Adopted Year.

If you want to print or export this information in Excel you have an option to do that by clicking on this button

The "Discretionary Expenses – School BRC" template allows the user to modify their Discretionary Expenses.

Upon opening this template, you will see a list of all the projected expenses. Only accounts that have had history in the past will show up.

This template allows the School BRC users to update their expenses. To input data expenditures, they need to be at the most granular base level entity (AU) level. Thus, highlight the account for which a modification is desired. Right Click on the account, and chose "Entity Mode". All AU's within the Program will be displayed.

Entity: 224 INPUT - 224 INPUT Scenario: BASE Unit: 1 Options
 Template: Discretionary Expenses - School BRC Year: Fy2012 Currency: USD Hidden Account

| Discretionary Expenses - School BRC | | Annual |
|-------------------------------------|--------------------------------|------------|
| 224_INPUT Fy2012 | | Fy2012 |
| 5220 | Cert Extra Work (EP) | |
| 5224 | Cert Class Coverage (EP) | |
| 5230 | Cert Subs - Regular (EP) | |
| 5231 | Cert Vacancies/Transition (EP) | |
| 5317 | Classified Overtime (EP) | |
| | Extra Work (EP) | |
| | Class Coverage (EP) | |
| | o Transportation Tran | |
| 5055 | P&G Copy Transfer | 4,3 |
| 5057 | P&G Printing Transfer | 1,0 |
| 5058 | Copy Machine Transfer | |
| 5059 | P&G Color Copy Transfer | |
| 5062 | B&G Labor Cost Transfer | 1,8 |
| T0000 | Debit Transfer | 7,2 |

History: 224 INPUT 224 INPUT 5220 Cert Extra Work (EP)

1) For example, highlight or click on account 5220

2) Right click, then select Entity Mode

3) Or, you can highlight the account, then click on this icon

PowerPlan - [Input: 224_INPUT - Cert Extra Work (EP)]

File Edit Select PlanBook Admin View Window Options Help

Entity: 224 INPUT - 224 INPUT Scenario: BASE
 Accounts: 5220 - Cert Extra Work (EP) Year: Fy2012

| Entity Mode | | Annual |
|-------------------|---------------------------|--------|
| 5220 Fy2012 | | Fy2012 |
| 224_INPUT | 224_INPUT | 0 |
| 10.01000.00.22422 | Foss Budget | 0 |
| 10.01000.22.22422 | BE Learning Res - Foss | 0 |
| 10.01000.23.22422 | BE Principal's Ofc - Foss | 0 |
| 10.01000.24.22422 | BE G&C Foss | 0 |
| 10.01000.25.22422 | BE Pupil M&S Foss | 0 |
| 10.01000.26.22422 | BE Health Svcs - Foss | 0 |
| 10.01000.27.22422 | BE Teaching - Foss | 0 |
| 10.01000.28.22422 | BE Extra Curr Foss | 0 |

4) The account that was selected is now shown for all Entities (AUs). At this level, the background appears white, and the user can input the changes desired. If it has another highlighted color in the background, it is a read-only field, and cannot be changed.

Notes (Comments) and Budget Details:

There are two methods to put additional information in the budget. The first is the Notes, second is Budget Details.

Notes: If the user would like to include additional information in the budget, there is a comment field, called Notes. This can be done by right clicking on the accounting unit and choose **Notes**. The user now has the opportunity to include an explanation, justification or additional information into that specific budget account.

The screenshot displays a budgeting application window. At the top, there are settings for Entity (224 INPUT - 224 INPUT), Scenario (BASE), Units (1), Accounts (5220 - Cert Extra Work (EP)), Year (Fy2012), and Currency (USD). Below this is a table with columns for Entity Mode, Annual, and a description. A context menu is open over the table, listing options such as Save Input, Edit, Notes, Budget Details, Calculator, Descriptions, Entity Mode, History, Show, Administrative, Allow Breakback, Calculations, and Import/Export. Red arrows point to the 'Notes' and 'Budget Details' options. At the bottom, there is a 'History' bar showing '10.01000.00.224224 Foss Budget 5220 Cert E' and a summary row with columns for Total, Average, SEP, OCT, EB, and MAR.

| Entity Mode | Annual | |
|--------------------|-------------|---------------------------|
| 224 INPUT | 5220 Fy2012 | |
| 10.01000.00.224224 | | Foss Budget |
| 10.01000.22.224224 | | BE Learning Res - Foss |
| 10.01000.23.224224 | | BE Principal's Ofc - Foss |
| 10.01000.24.224224 | | BE G&C Foss |
| 10.01000.25.224224 | | BE Pupil M&S Foss |
| 10.01000.26.224224 | | BE Health Svcs - Foss |
| 10.01000.27.224224 | | BE Teaching - Foss |
| 10.01000.28.224224 | | BE Extra Curr Foss |
| 10.01000.99.224224 | | BE Rev Foss |
| 10.97000.63.224224 | | DWS Bldg Ops Foss |
| 10.97000.64.224224 | | DWS Maint Foss |

History: 10.01000.00.224224 Foss Budget 5220 Cert E

Total Average SEP OCT EB MAR

The second is the **Budget Details**: Right click on the account and choose Budget Details. The user now has the opportunity to add multiple lines to aggregate into the account line, and write a Note.

Entity: 224_INPUT - 224_INPUT Scenario: WORKBOOK A Units: 1 Options
 Accounts: 5220 - Cert Extra Work (EP) Year: Fy2012 Currency: USD Hidden Accounts

| Entity Mode | Annual Fy2012 |
|---|---------------|
| 224_INPUT | 1,000 |
| 10.01000.00.224224 Foss Budget | 0 |
| 10.01000.22.224224 BE Learning Res - Foss | 0 |
| 10.01000.23.224224 BE Principal's Ofc - Foss | 1,000 |
| 10.01000.24.224224 BE G&C Foss | 0 |
| 10.01000.25.224224 BE Pupil M&S Foss | 0 |
| 10.01000.26.224224 BE Health Svcs - Foss | 0 |
| 10.01000.27.224224 BE Teaching - Foss | 0 |
| 10.01000.28.224224 BE Extra Curr Foss | 0 |
| 10.01000.99.224224 BE Rev Foss | 0 |
| 10.97000.63.224224 DWS Bldg Ops Foss | 0 |
| 10.97000.64.224224 DWS Maint Foss | 0 |

Budget Detail

Entity: 10.01000.23.224224 - BE Principal's Ofc - Foss Scenario: WORKBOOK A
 Account: 5220 - Cert Extra Work (EP) Year: 2012

| Description | Note | Multipl | Total |
|--------------------|------|---------|--------------|
| AVID | | 1.00 | 500 |
| Facilitators | | 1.00 | 300 |
| Office Assistant | | 200 | |
| Grand Total | | | 1,000 |

Type in the breakdown here and for each line item indicate the description and how much it will be. Then click on Save button.

History: 10.01000.23.224224 BE Principal's Ofc - Foss 5220 Cert
 Total Average SEP OCT NOV
 Actuals:2011 0 0 0 0
 Actuals:2010 0 0 0 0
 Actuals:2009 0 0 0 0
 3 Year Avg 0 0 0 0
 3 Year Avg% 100.0% 0.0% 0.0% 0.0%
 2011:2010 Change 0.0% 0.0% 0.0% 0.0%

Display Multiplied Export Print Delete Row Cancel Save

IMPORTANT: Budget Detail must be completed if the line item is equal to or greater than **\$5,000** you must specify the breakdown of where and how much the amount is going to be spent.

If you need a new accounting unit, you must contact Budget Department to have it set up.

To Save

You can click on the Save icon located on the top left menu bar.

PowerPlan - [Input: 224_INPUT - Cert Extra Work (EP)]

File Edit Select PlanBook Admin View Window Options Help

PlanBook

To save input

School Allocations

Discretionary Expenses - School BRC

Entity: 224_INPUT - 224_INPUT Scenario: WORKBOOK A
 Accounts: 5220 - Cert Extra Work (EP) Year: Fy2012

| Entity Mode | Annual Fy2012 |
|---|---------------|
| 224_INPUT | 3,000 |
| 10.01000.00.224224 Foss Budget | 0 |
| 10.01000.22.224224 BE Learning Res - Foss | 0 |
| 10.01000.23.224224 BE Principal's Ofc - Foss | 3,000 |
| 10.01000.24.224224 BE G&C Foss | 0 |
| 10.01000.25.224224 BE Pupil M&S Foss | 0 |

To go back to Account Mode:

Once you are done entering the amount from the Entity Mode. You need to go back to the Account Mode.

To return, right click, then choose "Account Mode" or click on the icon on the center menu bar.

The screenshot shows the PowerPlan software interface. The title bar reads "PowerPlan - [Input: 224_INPUT - Discretionary Expenses - School BRC]". The menu bar includes File, Edit, Select, PlanBook, Admin, View, Window, Options, and Help. A callout box with a red arrow points to an icon in the toolbar, with the text "Click this icon to go back to Account Mode".

The main window displays the following information:

- Entity: 224_INPUT - 224_INPUT
- Scenario: BASE
- Template: Discretionary Expenses - School BRC
- Year: Fy2012

| Discretionary Expenses - School BRC | | Annual |
|-------------------------------------|--------------------------------|--------------|
| 224_INPUT Fy2012 | | Fy2012 |
| 5220 | Cert Extra Work (EP) | 0 |
| 5224 | Cert Class Coverage (EP) | 0 |
| 5230 | Cert Subs - Regular (EP) | 0 |
| 5231 | Cert Vacancies/Transition (EP) | 0 |
| 5317 | Classified Overtime (EP) | 0 |
| 5320 | Classified Extra Work (EP) | 0 |
| 5324 | Classified Class Coverage (EP) | 0 |
| TEXTARPAY | Extra Pay | 0 |
| 5051 | Field Trip Transportation Tran | 0 |
| 5055 | P&G Copy Transfer | 4,380 |
| 5057 | P&G Printing Transfer | 1,030 |
| 5058 | Copy Machine Transfer | 0 |
| 5059 | P&G Color Copy Transfer | 0 |
| 5062 | B&G Labor Cost Transfer | 1,800 |
| T0000 | Debit Transfer | 7,210 |



This returns the user to the summary level so that another account can be selected for data input.

Changes, Recalculations of Planbook, and Rollup

Note that making changes generate a set of cog wheels in the left top corner. This indicates that changes have been made at a lower Entity (AU) level, and a system Rollup is required to bring the impact of those changes to the user's top level.

While a user may continue with the data input process for many accounts (one after the next), they must remember to perform a Rollup to ensure that the "NET BALANCE" account shown at the bottom of the template accurately reflects computed data.

Cog
Wheels

Entity: 224 INPUT - 224 INPUT
Accounts: 5220 - Cert Extra Work (EP)

| Entity Mode | | Ann |
|--------------------|---------------------------|------|
| 5220 Fy2012 | | Fy20 |
| <u>224 INPUT</u> | <u>224_INPUT</u> | |
| 10.01000.00.224224 | Foss Budget | |
| 10.01000.22.224224 | BE Learning Res - Foss | |
| 10.01000.23.224224 | BE Principal's Ofc - Foss | |
| 10.01000.24.224224 | BE G&C Foss | |
| 10.01000.25.224224 | BE Pupil M&S Foss | |
| 10.01000.26.224224 | BE Health Svcs - Foss | |

All changed entities only: all scenarios, structures and years.
 Changed specified entities only: specify scenarios, structures and year.
 Force specified entities to calculate: specify scenarios, structures and year.

Remote

Related Entity and Structure:

| | |
|-----------|---------------|
| 224 INPUT | BRC Structure |
|-----------|---------------|

Entity

Set All

Clear All

Check for Changed Data

Year

Fy2012

Scenarios (Locked scenarios not listed)

| |
|-------------------|
| Fy2012 BASE |
| Fy2012 ADJ BASE |
| Fy2012 GOVERNORS |
| Fy2012 WORKBOOK A |
| Fy2012 WORKBOOK B |
| Fy2012 WORKBOOK C |
| Fy2012 HOUSE |

Actuals
 Plan
 Both

Validate budget details
 Use Stored Proc

Save Template

Load Template

Cancel

Rollup

Please highlight the Related Entity and Structure, Year and Scenario you wish to Rollup

| | | | |
|--|---------------------|---|---------------------|
| Time for this Structure: | | Overall Time: | |
| Current Time: | 4/4/2011 3:49:15 PM | Current Time: | 4/4/2011 3:49:15 PM |
| Start Time: | 4/4/2011 3:49:09 PM | Start Time: | 4/4/2011 3:48:44 PM |
| Elapsed Time: | 00:00:06 | Elapsed Time: | 00:00:31 |
| Status: | | 011_INPUT BRC Structure Releasing Memory | |
| Completed in 00:00:06 Completed in 00:00:00 | | | |
| Entities for Current Structure: | | | |
| [Progress Bar] | | | |
| Months: | | | |
| [Progress Bar] | | | |
| Accounts for Current Entity: | | | |
| [Progress Bar] | | | |
| Updating the Database: | | | |
| [Progress Bar] | | | |
| Years: | | Calculating Year: <input type="text" value="Fy2012"/> | |
| [Progress Bar] | | | |
| <input type="button" value="Completed"/> | | | |

This screen will pop up. The bars will "grind" the data, when it's done the Completed button will light up. Click on Completed button to exit this screen.

The User should press the "Set All" button, and verify that the Entity reflects the user's highest level of entity access (e.g., Program) before pressing the "Rollup" button. After a Rollup, the cog wheels will disappear, and the user can be assured that the value shown for the "NET BALANCE" account at the bottom of the template is accurate.

PowerPlan - [Input: 224_INPUT - Discretionary Expenses - School BRC]

File Edit Select PlanBook Admin View Window Options Help

Entity: 224_INPUT - 224_INPUT Scenario: WORKBOOKA Unit: 1 Options
 Template: Discretionary Expenses - School BRC Year: Fy2012 Currency: USD Hidden Acco

| Discretionary Expenses - School BRC | | Annual |
|-------------------------------------|---------------------------------------|---------------|
| 224_INPUT Fy2012 | | Fy2012 |
| 5055 | P&G Copy Transfer | 3,880 |
| 5057 | P&G Printing Transfer | 1,030 |
| 5058 | Copy Machine Transfer | 0 |
| 5059 | P&G Color Copy Transfer | 0 |
| 5062 | B&G Labor Cost Transfer | 1,800 |
| T0000 | Debit Transfer | 6,710 |
| 5510 | Supplies & Materials | 9,014 |
| 5513 | Stamps/Postage | 2,000 |
| 5525 | Software Purchase | 20,000 |
| 5530 | Recoverable Materials | 500 |
| 5532 | Subscriptions | 580 |
| 5540 | Non-Capitalized Equipment (und | 2,450 |
| 5550 | Non-Travel Food & Beverage | 0 |
| T5000 | Supplies & Materials | 34,544 |
| 5712 | Bus Passes/Tokens | 675 |
| 5715 | External Printing | 0 |
| 5720 | Rental Services | 1,625 |
| 5721 | Software Licensing | 0 |
| 5727 | Repairs | 100 |
| 5755 | Registration Fees | 100 |
| 5790 | Contractual Services - Other | 167 |
| T7000 | Purchased Services/Contractual | 2,667 |
| TDISC | Discretionary Expenses | 50,949 |
| TOTALBUDGET | Total Budget Allocated | 55,625 |
| NETBALANCE | Balance | 4,676 |

History: 224_INPUT 224_INPUT 5220 Cert Extra Work (EP)

| | Total | Average | SEP | OCT | NOV | DEC | JAN | FEB | MAR |
|----------------------|----------|---------|------|------|----------|------|------|------|------|
| Actuals:2011 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Actuals:2010 | 325 | 27 | 0 | 0 | 325 | 0 | 0 | 0 | 0 |
| Actuals:2009 | 39 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 Year Avg | 121 | 10 | 0 | 0 | 108 | 0 | 0 | 0 | 0 |
| 3 Year Avg% | 100.0% | | 0.0% | 0.0% | 89.3% | 0.0% | 0.0% | 0.0% | 0.0% |
| 2011:2010 Change | (100.0%) | 734.4% | 0.0% | 0.0% | (100.0%) | 0.0% | 0.0% | 0.0% | 0.0% |
| 2010:2009 Change | 734.4% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Adopte:Actual Change | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |

Annotations:

- To bring back History Pane
- To remove History Pane
- If you want to temporarily remove History pane you can click on this icon above

After the refresh it will roll up the values in the discretionary expenditure account and provide an up to date Net Balance, and the cog wheels will disappear. In this example, the Discretionary Expenses does not exceed the Allocated budget by \$4,676. This tells the user that they still have \$4,676 to allocate within their Discretionary Expenses before submitting the budget for approval.

Workflow Status (Check in) and Exiting PowerPlan

When the User is ready to submit their budget to the next Stage Approver, they must right click on his Entity (AU), and the Entity Information screen is displayed.

Entity Information : - 224_INPUT

Entity

Number : 224_INPUT

Description: 224_INPUT

Type: HIGHER Active :

Currency : USD

Reviewer :

Workflow Status

Current Status: Initial

History

Email Notification

Check In / Check Out

Checked Out by :

Check In


Check Out

Property Value

OK

The User will have the ability to update the current Workflow Status so that it reflects the next applicable stage of the budget process. Once the workflow status has been updated, an email notification will automatically be distributed to the budget team so that they can notify the appropriate next reviewer. The user should be aware that once they have changed their Workflow Status, they will be prevented from making further edits unless a reviewer later places the budget back into the initial stage whereby it is again accessible to the user for additional changes.

To Exit PowerPlan

Click on the  on the top right corner of your screen. Then click on the Yes button.

PowerPlan

Exit PowerPlan has been selected. Do you wish to exit the system at this time?

Yes No

Budget Contacts:

Irene Calip – 571-1326 (x1326)
Jodie Slaughter – 571-1217 (x1217)
Robin Derby – 571-1210 (x1210)
Rosalind Medina – 571-1212 (x1212)