

SRB – SCHOOL ADMINISTRATOR BUDGET INQUIRY TRAINING GUIDE

Once logged in, your user menu will provide you with a “Budget Inquiry” tab. Note that not all users have the same menu options, as these are determined according to your user profile.



Selecting this menu, will bring you to the “Budget Manager Inquiry” Screen. This screen will provide you with access to all budgets under your control.

Use the “selection criteria” drop down menu to choose the area you wish to view.



Once you have selected the area you wish to review, you may click on the “balance available” blue text to access more detailed information.



Any text that is “blue” can be clicked and drilled down for additional information.

Clicking on the blue text will drill down to another level of detail.

Budget Manager Inquiry

Details for account 1-444-06-00-01-00-000 - PUBLIC RELATIONS - ASH ELEM in year 2014

Subtotalling: [DATE](#), [PERIOD](#), [OFF](#)

Batch #	SC	S/L	Order #	Invoice #	Entry Date	Description	Budget Inquiry Detail	
							Commitment	Expenditure
Opening Balance:							0.00	0.00
201401-CNV-21	00			025432067	30-Sep-2013	ST. PAUL & DISTRICT CO-OP	0.00	365.07
201402-CNV-06	00			09906H063683	08-Oct-2013	ARNETT, CAROL	0.00	10.30
201402-CNV-06	00			09906H063683	08-Oct-2013	ARNETT, CAROL	0.00	31.85
201402-CNV-06	00			09906H063683	08-Oct-2013	ARNETT, CAROL	0.00	20.00
201402-CNV-06	00			09906H063683	08-Oct-2013	ARNETT, CAROL	0.00	33.50
201402-CNV-18	00			0793720-201309	28-Oct-2013	US BANK CANADA	0.00	45.51
201402-CNV-18	00			0793720-201309	28-Oct-2013	US BANK CANADA	0.00	65.65
201402-CNV-18	00			0793720-201309	28-Oct-2013	US BANK CANADA	0.00	139.90
201403-CNV-15	00			0793720-201310	22-Nov-2013	US BANK CANADA	0.00	77.43
201403-JE-03	JE			JE201311-01	06-Dec-2013	IA PD DAY - OCT 11/13 COSTS	0.00	874.00
201403-POE-01	PO		01-20443		02-Dec-2013	4IMPRINT	2,304.34	0.00
201404-INK-14	IE			509064	17-Dec-2013	ARNETT, CAROL	0.00	13.00
201404-INK-14	IE			509007	17-Dec-2013	ARNETT, CAROL	0.00	63.14
201404-INK-10	IE		01-20461	509007	16-Dec-2013	ST. PAUL & DISTRICT CO-OP	(202.28)	201.67
201404-INK-16	IE		01-20473	519630	27-Dec-2013	ASHMONT LADIES CATERING	(675.00)	675.00
201404-POE-05	PO		01-20461		14-Dec-2013	ST. PAUL & DISTRICT CO-OP	202.28	0.00
201404-POE-05	PO		01-20473		27-Dec-2013	ASHMONT LADIES CATERING	675.00	0.00
201405-INK-16	IE		01-20472	2539745	21-Jan-2014	FLOWERS WITH DISTINCTION	(40.64)	40.64
201405-INK-07	IE		01-20443	3053051	21-Jan-2014	4IMPRINT	(2,304.34)	2,304.34
201405-INK-09	IE		01-20470	2495	22-Jan-2014	ST. PAUL & DISTRICT CO-OP	(107.35)	105.66
201405-PCD-01	PC			PC458	03-Feb-2014	MISC VENDOR - GENERAL-ARNETT CAROL M	0.00	2.17
201405-POE-01	PO		01-20472		03-Jan-2014	FLOWERS WITH DISTINCTION	40.64	0.00
201405-POE-01	PO		01-20470		03-Jan-2014	ST. PAUL & DISTRICT CO-OP	107.35	0.00
Total							0.00	5,068.83

Clicking on the PO number, will provide you with additional information on the transaction.

Budget Manager Inquiry

Purchase Order # 01-20473

Vendor

#4116
ASHMONT LADIES CATERING
BOX 76

ASHMONT, AB, CAN
TOA 0C0

Phone:
Fax:

Ship To

ASHMONT ELEMENTARY COMMUNITY SCHOOL
BOX 300

ASHMONT ABCAN
TOA 0C0

Item #	Quantity	Description	Status		Order Date	Due Date	Buyer	Terms
			Closed, Invoiced, Compressed					
001	1.00	STAFF LUNCHEON			13-Dec-2013	27-Dec-2013		
			Unit Cost					
			675.000					
			TOTAL					
			675.000					
			TOTAL					
			675.00					

Clicking on the invoice number will provide you with different information on the transaction.

Budget Manager Inquiry

Vendor Invoice

Invoice Details

Order # 01-20473
Batch # 201404-INK-16-003
Invoice Type I
Payable Type 01
APR # 0031
Last Cheque [0031000003](#)
Tax Invoice #
Tax Reportable [Y/N] N

Status

Paid,Closed

Reference

ASHMONT ELEMENTARY SCHOOL LUNCHEON

4116
519630

ASHMONT LADIES CATERING
BOX 76
ASHMONT AB CAN
TOA 0C0

Dates

Invoice Date 12-Dec-13
Entry Date 27-Dec-13
Due Date 11-Jan-14
Payment Date 30-Dec-13
Returned Date 10-Jan-14

Financials

Invoice Amount 675.00
Paid - 675.00
Discount - 0.00
Amount Due 0.00

Clicking on any of the account number string components will sort the data according to that description. In the example below, the data is sorted according to “function”. You can also sort according to object, program, sub-program etc, to make it easier to view your data in whatever view you prefer. To revert to the unsorted view, click the “off” button.

Budget Manager Inquiry Print Help

Account summary for year 2014

Subtotalling: FUND-OBJECT-FUNCTION-PROGRAM-FACILITY-SUB-PROGRAM-ELEMENT, OFF

Account	Description	Budget	Commit.	Budget Inquiry Detail	
				Expenditures	Balance \$
01 - ECS		3,000.00	0.00	1,207.31	1,792.69
1-410-01-00-01-00-000	PROF & TECH SERVICE-ASH ELEM	0.00	0.00	0.00	0.00
1-460-01-00-01-00-000	TRAVEL EXPENSES - ASH ELEM	0.00	0.00	0.00	0.00
1-472-01-00-01-00-000	ECS FIELD TRIPS - ASHMONT ELEM	500.00	0.00	0.00	500.00
1-512-01-00-01-00-000	R & M-F & E - ASHMONT ELEM	0.00	0.00	0.00	0.00
1-550-01-00-01-00-000	DUES & FEES PROF DEV - ASH ELE	0.00	0.00	0.00	0.00
1-552-01-00-01-00-000	DUES & FEES OTHER - ASH ELEM	0.00	0.00	11.51	(11.51)
1-600-01-00-01-00-000	MATERIALS - ASHMONT ELEM	1,300.00	0.00	1,195.30	104.20
1-640-01-00-01-00-000	TEXTS - ECS - ASHMONT ELEM	700.00	0.00	0.00	700.00
1-670-01-00-01-00-000	FURN & EQUIP (NON CAP)-ASH ELE	500.00	0.00	0.00	500.00
1-750-01-00-01-00-000	FURN & EQUIP (CAPITAL)ASH ELEM	0.00	0.00	0.00	0.00
02 - INSTRUCTIONAL		151,996.00	4,887.59	68,153.10	78,955.31
04 - SEVERE DISABILITIES		0.00	0.00	0.00	0.00
06 - SCHOOL ADMINISTRATION		14,668.00	1,155.11	11,702.30	1,810.59
Total		169,664.00	6,042.70	81,062.71	82,558.59

You can go back one screen at any time by pressing the “back” arrow on your browser. The information you are seeing is real time and is updated as new information is entered. “Real-time” however means that it is only as real as the data that is entered i.e. it may take some time for a purchase order to be entered and likewise for an invoice to be received, approved and entered. Likewise there may be journal entries relating to interdivision billings or currency conversion that can affect your budget and these do not get posted immediately.

As a result of school access to “Budget Manager Inquiry” we will no longer be sending monthly budget reports. Schools may view or print their reports on as needed basis.

Remember to logout of your session at the end of the day.

The screenshot shows the bottom navigation bar with the following links: Absences and Dispatches, My Info, Budget Inquiry, My Dashboard, and Task Manager. On the right side, there is a user menu with links for Browser Compatibility, Support Links, Test Principal, Logout, and Home. A red arrow points to the Logout link.

If you have any questions, please contact Ruby at 780-645-3323.

Note that the program is not compatible with all browsers.

From the web portal, if you click on "browser compatibility" to the left of your name, it lists all the details:



Internet Explorer

Windows 7 - IE 7.0 to IE 9.0 (IE 8 and 9 must turn on compatibility view for this or all sites)

Windows Vista - IE 7.0 to IE 9.0 (IE 8 and 9 must turn on compatibility view for this or all sites)

Windows XP - IE 7.0 to IE 9.0 (IE 8 and 9 must turn on compatibility view for this or all sites)

Firefox

Windows 7 - Firefox 2.0 to 16.0.2 (Note: Clearing your browser cache after an upgrade may be required)

Windows Vista - Firefox 2.0 to 16.0.2 (Note: Clearing your browser cache after an upgrade may be required)

Windows XP - Firefox 2.0 to 16.0.2 (Note: Clearing your browser cache after an upgrade may be required)

Safari

Windows XP, Vista and Windows 7 - Safari 3.X to 5.0.5

Macintosh OSX 10.6 - Safari 3.x to 5.0.5