

CONTRA COSTA COUNTY OFFICE OF EDUCATION

BUDGET SCREENS

FAC	SCREEN NAME	How to access screen	Type of access	Description
BADD	Account Update	BADD = FY	25-digit code SACS	To add accounts to finance/budget file
BATI	Budget Increase/Decrease	BATI = FY		Budget entry screen for increase/decrease of revenue and related expenditures
BATT	Budget Transfers	BATT = FY		Budget entry screen for transferring funds within expenditures or within revenues
BDAD	Budget Account Summary	BDAD = FY	25-digit code SACS	Budget account summary screen of balance to date
BDEL	Update accounts	BDEL = FY		Mass delete of account numbers
BFRZ	Freeze Accounts	BFRZ = FY		To freeze accounts that you do not want available for use
BHIS	Acct History/Proj Exp	BHIS = FY	25-digit code SACS	Budget account history for previous two years and current year. May also be used as an entry screen for projecting revenue/expenditures.
BMAC	Account Changes	BMAC = FY	To be announced	Mass change to account numbers. Takes historical data from old account and moves it to new account.
BPTI	Budget Increase/Decrease-prior year	BPTI = PY		Prior year budget increase/decrease entry screen for 13th month access only. See EOY calendar from DBS for cut-off dates on use of screen.
BPTT	Budget Transfers-Prior Year	BPTT = PY		Prior year budget screen for transferring funds within expense/revenue; for 13th month access only. See calendar from DBS for cut-off dates on use of screen.
BUDGET DEVELOPMENT SCREENS				
SCHD	Budget update menu	SCHD = SY		Screen allows you to schedule programs that update finance files as part of the budgeting process
BBAD	Line Item Additions-budget	BBAD = SY		Mass budget update screen for use in preparing the original budget only. Once DBS confirms your budget this screen is deactivated.
BBUD	Line Item Additions-budget	BBUD = SY		Budget update screen for changing/adding/deleting budget entries to Original budget only. Once DBS confirms your budget this screen is deactivated.
BBAP	Budget Status	BBAP = SY		Budget status screen for COE entry only, districts have "view only" access
	FY=FISCAL YEAR			
	PY=PRIOR FISCAL YEAR			
	SY=SUBSEQUENT FISCAL YEAR			

CONTRA COSTA COUNTY OFFICE OF EDUCATION

FINANCE SCREENS

FAC	SCREEN NAME	How to access screen		Type of access	Description
BAAA	Account Activity	BAAA =	FY 25-digit code SACS	View	Detailed account activity analysis screen
BACS	Account Segments	BACS =	FY	View	Select and display account data by segments/fields. Allows the user to locate by field all accounts in existence and view budget and revenue/expense in summary form.
BACT	Budget Account Summary and Description	BACT =	FY 25-digit code SACS	View	Displays definition of each field in SACS. Summarized budget, expense encumbrance, revenue and calculates balance.
BADD	Account Update	BADD =	FY 25-digit code SACS	Input	To add accounts to finance/budget file
BATA	Accrual Journal	BATA =	FY	Input	Accrual data entry screen for expense/revenue batches #135 and #136 respectively
BATD	Deposit Receipt	BATD =	FY	Input	Deposit entry screen for manual deposits
BATJ	Journal Entry	BATJ =	FY	Input	Journal entry screen
BATW	Warrant Entry	BATW =	FY	Input	Warrant entry screen for payments to vendor; types 2, 3, and 4
BCAA	Control Number Activity	BCAA =	FY 5-digit control number	View	Allows User to view all transactions against a control number
BCHD	Warrant Transactions	BCHD =	FY 6-digit check number	View	Displays cash status of check, expense account used, vendor name, number and check amount, etc.
BCHK	Hand check/cancellation	BCHK =	FY	Input	Hand warrants and cancellation entry screen for use by COE/DBS only. Districts do not have view access.
BDAD	Budget Account Summary	BDAD =	FY 25-digit code SACS	View	Budget account summary screen of balance to date
BDEL	Update accounts	BDEL =	FY	Input	Mass delete of account numbers
BDVD	Vendor Information	BDVD =	FY 6-digit vendor number	Input/ View	Vendor file creation for addresses or update of existing file. Displays address, Tax ID and activity on a calendar-to-date or fiscal year-to-date basis. This screen is key to a vendor that is reportable to the government for tax purposes - 1099's.
BFIX	Corrections	BFIX =	FY	Input	Transaction correction screen for types 1, 2, 4, B, D, and J. Purchase orders, Warrants, Budget, Deposits and Journal entries respectively.
BFRZ	Freeze Accounts	BFRZ =	FY	Input	To freeze accounts that you do not want available for use
BGLA	General Ledger Activity	BGLA =	FY Fund/resource/general ledger object	View	Displays general ledger activity and account balances
BHIS	Acct History/Proj Exp	BHIS =	FY 25-digit code SACS	Input/ View	Budget account history for previous two years and current year. May also be used as an entry screen for projecting revenue/expenditures.
BMAC	Account Changes	BMAC =	FY To be announced	Input	Mass change to account numbers. Takes historical data from old account and moves it to new account.
BPAA	Purchase Order Activity	BPAA =	FY 5-digit purchase order number	View	Purchase order activity screen that reflects original encumbrance and any re-encumbrance (via BAT1) to purchase order and accounts payable types 2,3, and 4 toward obligation
BPTD	Deposit Receipts-prior year	BPTD =	PY	Input	Prior year deposit receipt entry screen - 13th month access only. See calendar from DBS for cut-off dates on use of screen.
BPTI	Budget Increase/Decrease-prior year	BPTI =	PY	Input	Prior year budget increase/decrease entry screen for 13th month access only. See EOY calendar from DBS for cut-off dates on use of screen.
BPTJ	Journal Entry - Prior Year	BPTJ =	PY	Input	Prior year journal entry screen for 13th month access only. See calendar from DBS for cut-off dates on use of screen.
BPTT	Budget Transfers-Prior Year	BPTT =	PY	Input	Prior year budget screen for transferring funds within expense/revenue; for 13th month access only. See calendar from DBS for cut-off dates on use of screen.
JOBR	Computer service reports	JOBR =	N/A	Input	To order canned reports
REQS	Personnel and payroll job scheduling	REQS =	N/A Type "Menu" or name of report	Input/ View	This screen allows the user to find, create and update requests for reports. Salary projections can be run from this program for a four year period.
BVAA	Vendor Activity	BVAA =	FY 6-digit vendor number	View	To view vendor activity sequenced by date of entry
BVND	Vendor History	BVND =	FY 6-digit vendor number	Input/ View	To display vendor history data and to update new codes in vendor records
MRPT	Current Payroll Expense Reports	MRPT =	N/A Type "Menu" or name of report	Input/ View	To create a report that also reflects payroll expenses at district discretion as to criteria. Report can be asked for in various levels of detailed or summarized activity in all field with the exception being object.
BRXP	Emplr P/R and F/B expense	BRXP =	FY 25-digit account	View	To view payroll history by account number. Lists employees paid from the account by payroll date and in social security number order.
BREP	Emplr P/R and F/B expense	BREP =	FY 25-digit account	View	To view encumbrance by account number
BRXS	Emplr P/R and F/B expense	BRXS =	FY Social Security Number	View	To view payroll history by employee. Lists all accounts employees was charged to; salary related benefits and fringe benefits. In order of payroll date and account number.
BRES	Emplr P/R and F/B expense	BRES =	FY Social Security Number	View	To view encumbrance by social security number
FRPT	Current Budget Criteria Reports	FRPT =	N/A Type "Menu" or name of report	Input/ View	To create a budget report that also reflects expense/revenue/encumbrance at district discretion as to criteria. Report can be asked for in various levels of detailed or summarized activity.
VNAM	Vendor Alphabetical Index	VNAM =	N/A Vendor name or first few alpha characters	View	To view vendor name and assigned number in alphabetical order

CONTRA COSTA COUNTY OFFICE OF EDUCATION

FINANCE SCREENS

FAC	SCREEN NAME	How to access screen		Type of access	Description
DICT	Dictionary	DICT	= FY FU*000*	View	To view allowable Funds field in the account code structure
DICT	Dictionary	DICT	= FY RS*000*	View	To view allowable Resources in the account code structure
DICT	Dictionary	DICT	= FY GO*000*	View	To view allowable Goals in the account code structure
DICT	Dictionary	DICT	= FY FT*000*	View	To view allowable Functions in the account code structure
DICT	Dictionary	DICT	= FY OJ*000*	View	To view allowable Objects in the account code structure
DICT	Dictionary	DICT	= FY SC*000*	Input/ View	To view/update school field in the account code structure
DICT	Dictionary	DICT	= FY PJ*000*	Input/ View	To view/update year in the account code structure
DICT	Dictionary	DICT	= FY DD*000*	Input/ View	To view/update district discretionary field in the account code structure
NARD	Program narrative display	NARD	= N/A Screen name or report number	View	To view narratives on screens or reports
	FY=FISCAL YEAR				
	PY=PRIOR FISCAL YEAR				
	SY=SUBSEQUENT FISCAL YEAR				

CONTRA COSTA COUNTY OFFICE OF EDUCATION

ACCOUNTS RECEIVABLE SCREENS

FAC	SCREEN NAME	How to access screen	Type of access	Description
DICT	Dictionary	DICT = FOARX000 (X=type of debtor)	Input	To set up debtor types
RDTR	Debtor File Update	RDTR = X (type of debtor)+9-digit ID number	Input/View	Debtor file creation for addresses or update of existing information
RINV	Invoice Maintenance	RINV = I	Input	To add a new invoice where the invoice number is automatically assigned by the system
		RINV = I+FY+invoice number	Change/View	To bring up the screen of an invoice that is already in the system
		RINV = T+FY+template number (6-digit)	Change/View	To bring up the screen of template to change or view
RTEM	Template by Debtor Index	RTEM = T+FY+template number (6-digit)	Input	To create a template from which invoices will be issued on periodic basis
RPAY	Invoice Payment	RPAY = FY+invoice number	Input	To record payments made against an invoice
RSUM	Invoice Summary	RSUM = X+debtor number	View	To view all invoices issued to and payments made by a specific vendor
RVUE	Invoice & Summary Detail View	RVUE = FY+invoice number	View	To view all transaction lines with account numbers for a specific invoice
RPST	Post Temporary Deposit	RPST = Hit Enter then Enter Temporary Deposit 'TD', auditor's deposit #, date of deposit	Input	To convert temporary deposit numbers to Auditor's deposit numbers and to schedule the posting of these deposit amounts to the finance system
RDEP	Deposit Summary	RDEP = Type of Deposit 'TD' or DP+6-digit deposit number	View/Transfer	To display a list of all the debtors included in a deposit or temporary deposit and to transfer to RSUM
RUDT	Auditors Deposit Summary	RUDT = TD+6-digit deposit number	View	To display County Auditor fund and resource summary for a temporary deposit number only
DTRD	Debtor File Inquiry - Numeric	DTRD = X+9-digit ID number	View	To view debtor list sorted in numerical order
DTRN	Debtor File Inquiry - Alphabetic	DTRN = X+first character of debtor name	View	To view debtor list sorted in alphabetical order
DYNM	Debtor File Inquiry & Transfer Program - Alphabetic	DYNM = Enter first letter or up to 15 characters of debtor name	View/Transfer	To view debtor list sorted in alphabetical order and transfer to the other A/R screens
RRCC	Continuation Coverage	RRCC = X+Social Security Number		Continuation for benefits coverage
A/R REPORTS				
FACAR10	Fiscal Year Cumulative Register			
FACAR12	Ageing Register			
FACAR19	A/R Year End Accrual			
FACAR20	Payment Deposit Edit			
FACAR58	Debtor Book			
FACAR59	Debtor Records to be Deleted			
FACAR91	Daily A/R Edit List			

**CONTRA COSTA COUNTY OFFICE OF EDUCATION
PAYROLL SCREENS**

FAC	SCREEN NAME	How to access screen	Type of access	Description
PNAM	Payroll Alphabetical Index	PNAM = Last name or first few characters of last name begins with	N/A View	Allows user to locate active/inactive employee's social security number
PNAAL	Payroll Alphabetical Index	PNAAL = Last name or first few characters of last name begins with	N/A View	Allows user to locate active employee's social security number
PNAI	Payroll Alphabetical Index	PNAI = Last name or first few characters of last name begins with	N/A View	Allows user to locate inactive employee's social security number
MAYR	Payroll Demographics	MAYR = SS#	FY Input/View	Displays and update demographic information of payroll
MGRS	Payroll Gross Screen	MGRS = SS#	FY Input/View	Display or update gross lines for employee's payroll, pension coding and account
MDED	Payroll Deduction Screen	MDED = SS#	FY Input/View	Display or update employee's voluntary deductions
MHCK	Payroll History Checks	MHCK = SS#	FY View	Displays employee payroll checks
MHST	Payroll History File	MHST = SS#+CY+check number or SS#+CY+FTD+FY0 or SS#+CY+QTD+FY1,2,3,4 or SS#+CY+CTD+CY0	FY View	Displays detail of payroll check or CTD, FTD or QTD information. This screen's calendar to date view reflects what will be represented on the employee's W2. Example of CTD access: 5552277702CTD020
MRSD	Payroll Gross Records	MRSD = SS#	FY View	Allows User to view all gross line screens (MGRS) at once
PRET	Payroll Retirement File	PRET = SS#+S (STRS) or P (PERS)+pay period in MMDDYY format	FY View	To display retirement records reported to retirement system by payroll period
PDUR	Retirement File Maintenance	PDUR = SS#+S (STRS) or P (PERS)+pay period in MMDDYY format	FY Input/View	COE use only - display/input of retirement file by employee
MEST	Paycheck Estimate Screen	MEST = SS#+mmddy	FY Input/View	To view an estimate of net income on a paycheck
MRPT	Current Payroll Expense Reports	MRPT = Type "Menu" or name of report	N/A Input/View	To create a report that also reflects payroll expenses at district discretion as to criteria. Report can be asked for in various levels of detailed or summarized activity in all field with the exception being object.
MBAL	Payroll Finance Balance	MBAL = SS#+major sort code	N/A Input/View	May also access screen by major sort code only - Ex: MBAL=KA To display/edit payroll fringe benefits file by employee or major fringe benefit sort code.
MLFB	PL09 Pre-Calculation	MLFB = SS#MM (MM=month)+starting report line (use 00)	N/A View	To display employer health & welfare from the DPFU as seen on the PL09 report
MW2D	Employee W2 Benefit Code Display	MW2D = SS#	CY Input/View	Display only - districts Input access for DPS only. Display W2 Data for fringe benefit W2 codes.
HPAY	Payroll Units/hours Mass Update	HPAY = Supervisor Code+FY+pay cycle	N/A Input/View	List groups of employees by supervisor code so that the payroll units/hours may be updated
MWAR	Emergency Payroll Check	MWAR = SS#	FY Input	To create initial payroll record for emergency payroll check
MBEN	Emergency Payroll Check - deduction screen	MBEN = SS#	FY Input/View	To add or delete payroll information from emergency payroll check deduction
MLIN	Emergency Payroll Check - Gross Screen	MLIN = SS#	FY Input/View	To add, delete or page through the gross lines of an individual's emergency pay check record
MGEN	Emergency Payroll Check - Demographic Screen	MGEN = SS#	FY Input/View	To display or update the demographic section of the emergency paycheck
MAUS	Emergency Payroll Check - Record Summary	MAUS = SS#	FY View	To display employees currently on the emergency paycheck file
MHUP	Handcheck Management and printing	MHUP = 6-digit starting check number	N/A Input/View	This transaction can only be used by the County Office of Education This screen gives the ability to manage the handcheck (emergency check) to be printed.
MAUZ	Hand Payroll Check	MAUZ = SS#+District two digit number	N/A Input/View	This transaction can only be used by the County Office of Education This screen takes the emergency/hand check record and calculates a payroll check. The calculations are exactly the same as the payroll system.
MSUM	Emergency Payroll Check - Gross Record	MSUM = SS#	FY Input/View	Provides a list of gross lines that an employee may have active. The gross line desired may be selected from this screen.
SW2S	W2 Tax Accumulation Screen	SW2S = CY+6-digit vendor number	N/A Input/View	This screen is for viewing/add "supplemental" tax information that was paid to the employee through the vendor warrant system, therefore bypassing the payroll automated tax file

CONTRA COSTA COUNTY OFFICE OF EDUCATION

PERSONNEL SCREENS

FAC	SCREEN NAME	How to access screen		Type of access	Description
DPER	Demographic Data Screen	DPER	= SS#	FY Input	Allows users to add/change or inactivate an employee on the personnel file. This is the place to find name, address, hire date etc. for an individual.
UPER	Demographic Data Screen	UPER	= SS#	FY View	Allows users to view an employee on the personnel file. This is the place to find name, address, hire date etc. for an individual.
DPEP	Employee Position Data	DPEP	= SS#	FY Input	Allows user to display, add, delete or change employment record. An employee may have multiple employment screens that are active or inactive.
UPEP	Employee Position Data	UPEP	= SS#	FY View	Allows user to view employment record. An employee may have multiple employment screens that are active or inactive.
DPFU	Employee Fringe Benefit Data	DPFU	= SS#	FY Input	Allows user to add/change/delete fringe benefit information
UPFU	Employee Fringe Benefit Data	UPFU	= SS#	FY View	Allows user to view fringe benefit information
DNNC	Employee Name and Social Security	DNNC	= SS#	FY Input /View	Allows user to correct employee name or social security number. Changes made will globally affect all files.
DCOS	Personnel Comments File Summary Screen	DCOS	= SS#+4-digit identifier	N/A Input/View	Display or update personal information/comments on file for employee
DCOM	Personnel Comments File Maintenance Screen	DCOM	= SS#+MMDDYY	N/A Input/View	Display or update personal information/comments on file for employee
DPAT	Employee Attendance Update Screen	DPAT	= SS#	FY Input	Allows user to add/change/delete employee attendance days/hours information
UPAT	Employee Attendance Update Screen	UPAT	= SS#	FY View	Allows user to view attendance benefit information
DMED	Personnel Employee Medical Update Screen	DMED	= SS#	FY Input	Allows user to update employee's personal emergency medical information. Fingerprint data and in case of emergency contacts.
UMED	Personnel Employee Medical Update Screen	UMED	= SS#	FY View	Allows user to view employee's personal emergency medical information. Fingerprint data and in case of emergency contacts.
DDEP	Personnel Employee Dependent Update Screen	DDEP	= SS#	FY Input	Allows user to update employee's dependent fringe benefit data and track birthdate and relationship
UDEP	Personnel Employee Dependent Update Screen	UDEP	= SS#	FY View	Allows user to update employee's dependent fringe benefit data and track birthdate and relationship
EPVU	Attendance Summary Screen	EPVU	= SS#+Attendance Type	FY View	To view employee's attendance record by type. 1 = Sick Leave, 2 = Personel Leave, 3 = Vacation

**CONTRA COSTA COUNTY OFFICE OF EDUCATION
CREDENTIAL SCREENS**

FAC	SCREEN NAME	How to access screen		Type of access	Description
CADS	Course Assignment Update	CADS	= TTTTNNNNSS**	Course Title+Course #+Section	Display Displays course title, course number, and course section number assigned to an employee
CAUD	Course Update	CAUD	= TTTTNNNN**	Course Title+Course #	Display Update To display or change a course title and number
CCDS	Credential Code Display	CCDS	= CA		Display To display all Credential Category identity codes
CCMA	Credential Match File Update and Display	CCMA	= CCCCCAAAA	C=Subj+Auth # of the Credential A=Subj+Auth # of the course	Display Update To display Credential Subject Authorizations. To start with letter "P" enter P----
CCUD	Credential Codes	CCUD	= CAXXXX	CA=Category XXXX-Valid identifier code within category	Input-COE only Districts View Displays Credential "Category" codes
CRAS	Assignment Update	CRAS	= SSSSSSSSS	S=Social Security Number	Display Update Display, change, delete or add instructor assignments
CRED	Credential Update	CRED	= SSSSSSSSS	S=Social Security Number	Display Update Display, change or delete employee credential data
CRES	Credential Summary	CRES	= SSSSSSSSS	S=Social Security Number	Display Add Display a summary of credential data for an employee or add a new record
CRNC	NCLB Assignment Update	CRNC	= SSSSSSSSS	S=Social Security Number	Display Update Add, change or delete (NCLB) No Child Left Behind Assignment Screen

**The course title must occupy 5 positions and the course number must occupy 4 positions - if either one is less you must fill in the spaces with blanks.

CREDENTIAL REPORTS - Ordered from REQS Screen.

PL40	Cred/Assign Match Exceptions
PL41	Cred. Expiration Date Report
PL42	Certificate Verification Data
PL44	Cred/Assign Match File Listing
PL45	Course File Report
PL46	Assignment Report
PL47	Credential Codes File Listing
PL48	Credential Listing

**CONTRA COSTA COUNTY OFFICE OF EDUCATION
SCREENS IN ALPHABETICAL ORDER**

FAC	SCREEN NAME	How to access screen		Type of access	Description	
BAAA	Account Activity	BAAA	= FY	25-digit code SACS	View	Detailed account activity analysis screen
BACS	Account Segments	BACS	= FY		View	Select and display account data by segments/fields. Allows the user to locate by field all accounts in existence and view budget and revenue/expense in summary form.
BACT	Budget Account Summary and Description	BACT	= FY	25-digit code SACS	View	Displays definition of each field in SACS. Summarized budget, expense, encumbrance, revenue and calculates balance.
BADD	Account Update	BADD	= FY	25-digit code SACS	Input	To add accounts to finance/budget file
BAT1	Re-encumbering screen	BAT1	= FY		Input	Re-encumbering screen for increasing or decreasing existing purchase order encumbrances
BAT4	Warrant Entry	BAT4	= FY		Input	Warrant entry screen for type 4's only - payments to be issued without advance record of obligation via purchase order
BATA	Accrual Journal	BATA	= FY		Input	Accrual data entry screen for expense/revenue batches #135 and #136 respectively
BATD	Deposit Receipt	BATD	= FY		Input	Deposit entry screen for manual deposits
BATE	Encumbrance	BATE	= FY		Input	Encumbrance entry screen for purchase orders
BATI	Budget Increase/Decrease	BATI	= FY		Input	Budget entry screen for increase/decrease of revenue and related expenditures
BATJ	Journal Entry	BATJ	= FY		Input	Journal entry screen
BATT	Budget Transfers	BATT	= FY		Input	Budget entry screen for transferring funds within expenditures or within revenues
BATW	Warrant Entry	BATW	= FY		Input	Warrant entry screen for payments to vendor; types 2, 3, and 4
BBAD	Line Item Additions-budget	BBAD	= SY		Input	Mass budget update screen for use in preparing the original budget only. Once DBS confirms your budget this screen is deactivated.
BBAP	Budget Status	BBAP	= SY		Input	Budget status screen for COE entry only, districts have "view only" access
BBUD	Line Item Additions-budget	BBUD	= SY		Input	Budget update screen for changing/adding/deleting budget entries to Original budget only. Once DBS confirms your budget this screen is deactivated.
BCAA	Control Number Activity	BCAA	= FY	5-digit control number	View	Allows User to view all transactions against a control number
BCHD	Warrant Transactions	BCHD	= FY	6-digit check number	View	Displays cash status of check, expense account used, vendor name, number and check amount, etc.
BCHK	Hand check/cancellation	BCHK	= FY		Input	Hand warrants and cancellation entry screen for use by COE/DBS only. Districts do not have view access.
BDAD	Budget Account Summary	BDAD	= FY	25-digit code SACS	View	Budget account summary screen of balance to date
BDEL	Update accounts	BDEL	= FY		Input	Mass delete of account numbers
BDVD	Vendor Information	BDVD	= FY	6-digit vendor number	Input/ View	Vendor file creation for addresses or update of existing file. Displays address, Tax ID and activity on a calendar-to-date or fiscal year-to-date basis. This screen is key to a vendor that is reportable to the government for tax purposes - 1099's.
BFIX	Corrections	BFIX	= FY		Input	Transaction correction screen for types 1, 2, 4, B, D, and J. Purchase orders, Warrants, Budget, Deposits and Journal entries respectively.
BFRZ	Freeze Accounts	BFRZ	= FY		Input	To freeze accounts that you do not want available for use
BGLA	General Ledger Activity	BGLA	= FY	Fund/resource/general ledger object	View	Displays general ledger activity and account balances
BHIS	Acct History/Proj Exp	BHIS	= FY	25-digit code SACS	Input/ View	Budget account history for previous two years and current year. May also be used as an entry screen for projecting revenue/expenditures.
BMAC	Account Changes	BMAC	= FY	To be announced	Input	Mass change to account numbers. Takes historical data from old account and moves it to new account.
BPAA	Purchase Order Activity	BPAA	= FY	5-digit purchase order number	View	Purchase order activity screen that reflects original encumbrance and any re-encumbrance (via BAT1) to purchase order and accounts payable types 2,3, and 4 toward obligation
BPTD	Deposit Receipts-prior year	BPTD	= PY		Input	Prior year deposit receipt entry screen - 13th month access only. See calendar from DBS for cut-off dates on use of screen.
BPTI	Budget Increase/Decrease-prior year	BPTI	= PY		Input	Prior year budget increase/decrease entry screen for 13th month access only. See EOY calendar from DBS for cut-off dates on use of screen.
BPTJ	Journal Entry - Prior Year	BPTJ	= PY		Input	Prior year journal entry screen for 13th month access only. See calendar from DBS for cut-off dates on use of screen.

**CONTRA COSTA COUNTY OFFICE OF EDUCATION
SCREENS IN ALPHABETICAL ORDER**

FAC	SCREEN NAME	How to access screen			Type of access	Description
BPTT	Budget Transfers-Prior Year	BPTT	= PY		Input	Prior year budget screen for transferring funds within expense/revenue; for 13th month access only. See calendar from DBS for cut-off dates on use of screen.
BREP	Emplyr P/R and F/B expense	BREP	= FY	25-digit account	View	To view encumbrance by account number
BRES	Emplyr P/R and F/B expense	BRES	= FY	Social Security Number	View	To view encumbrance by social security number
BRXP	Emplyr P/R and F/B expense	BRXP	= FY	25-digit account	View	To view payroll history by account number. Lists employees paid from the account by payroll date and in social security number order.
BRXS	Emplyr P/R and F/B expense	BRXS	= FY	Social Security Number	View	To view payroll history by employee. Lists all accounts employees was charged to; salary related benefits and fringe benefits. In order of payroll date and account number.
BSHP	Ship to File Update	BSHP	N/A	Type 4-digit identifier or "+" to scroll through list	Input/View	To add/delete/change "ship-to" addresses used in printing purchase order
BVAA	Vendor Activity	BVAA	= FY	6-digit vendor number	View	To view vendor activity sequenced by date of entry
BVND	Vendor History	BVND	= FY	6-digit vendor number	Input/View	To display vendor history data and to update new codes in vendor records
CADS	Course Assignment Update	CADS	= TTTTTNNNNSSSS**	Course Title+Course #+Section	Display	Displays course title, course number, and course section number assigned to an employee
CAUD	Course Update	CAUD	= TTTTTNNNN**	Course Title+Course #	Display Update	To display or change a course title and number
CCDS	Credential Code Display	CCDS	= CA		Display	To display all Credential Category identity codes
CCMA	Credential Match File Update and Display	CCMA	= CCCCCAAAAA	C=Subj+Auth # of the Credential A=Subj+Auth # of the course	Display Update	To display Credential Subject Authorizations. To start with letter "P" enter P----
CCUD	Credential Codes	CCUD	= CAXXXX	CA=Category XXXX-Valid identifier code within category	Input-COE only Districts View	Displays Credential "Category" codes
CRAS	Assignment Update	CRAS	= SSSSSSSSS	S=Social Security Number	Display Update	Display, change, delete or add instructor assignments
CRED	Credential Update	CRED	= SSSSSSSSS	S=Social Security Number	Display Update	Display, change or delete employee credential data
CRES	Credential Summary	CRES	= SSSSSSSSS	S=Social Security Number	Display Add	Display a summary of credential data for an employee or add a new record
CRNC	NCLB Assignment Update	CRNC	= SSSSSSSSS	S=Social Security Number	Display Update	Add, change or delete (NCLB) No Child Left Behind Assignment Screen
DCOM	Personnel Comments File Maintenance Screen	DCOM	= SS#+MMDDYY	N/A	Input/View	Display or update personal information/comments on file for employee
DCOS	Personnel Comments File Summary Screen	DCOS	= SS#+4-digit identifier	N/A	Input/View	Display or update personal information/comments on file for employee
DDEP	Personnel Employee Dependent Update Screen	DDEP	= SS#	FY	Input	Allows user to update employee's dependent fringe benefit data and track birthdate and relationship
DMED	Personnel Employee Medical Update Screen	DMED	= SS#	FY	Input	Allows user to update employee's personal emergency medical information. Fingerprint data and in case of emergency contacts.
DNNC	Employee Name and Social Security	DNNC	= SS#	FY	Input /View	Allows user to correct employee name or social security number. Changes made will globally affect all files.
DPAT	Employee Attendance Update Screen	DPAT	= SS#	FY	Input	Allows user to add/change/delete employee attendance days/hours information
DPEP	Employee Position Data	DPEP	= SS#	FY	Input	Allows user to display, add, delete or change employment record. An employee may have multiple employment screens that are active or inactive.
DPER	Demographic Data Screen	DPER	= SS#	FY	Input	Allows users to add/change or inactivate an employee or the personnel file. This is the place to find name, address, hire date etc. for an individual.
DPFU	Employee Fringe Benefit Data	DPFU	= SS#	FY	Input	Allows user to add/change/delete fringe benefit information
DTRD	Debtor File Inquiry - Numeric	DTRD	= T+9-digit ID number		View	To view debtor list sorted in numerical order
DTRN	Debtor File Inquiry - Alphabetic	DTRN	= T+9-digit ID number		View	To view debtor list sorted in alphabetical order
DYNM	Debtor File Inquiry & Transfer Program - Alphabetic	DYNM	= Enter first letter or up to 15 characters of debtor name		View/Transfer	To view debtor list sorted in alphabetical order and transfer to the other A/R screens

**CONTRA COSTA COUNTY OFFICE OF EDUCATION
SCREENS IN ALPHABETICAL ORDER**

FAC	SCREEN NAME		How to access screen	Type of access	Description
EPVU	Attendance Summary Screen	EPVU	= SS#+Attendance Type FY	View	To view employee's attendance record by type. 1 = Sick Leave, 2 = Personnel Leave, 3 = Vacation
FRPT	Current Budget Criteria Reports	FRPT	= N/A	Input/View	To create a budget report that also reflects expense/revenue/encumbrance at district discretion as to criteria. Report can be asked for in various levels of detailed or summarized activity.
HPAY	Payroll Units/hours Mass Update	HPAY	= Supervisor Code+FY+pay cycle	Input/View	List groups of employees by supervisor code so that the payroll units/hours may be updated
JOBR	Computer service reports	JOBR	= N/A	Input	To order canned reports
MAUS	Emergency Payroll Check - Record Summary	MAUS	= SS#	View	To display employees currently on the emergency paycheck file
MAUZ	Hand Payroll Check	MAUZ	= SS#+District two digit number	Input/View	This transaction can only be used by the County Office of Education. This screen takes the emergency/hand check record and calculates a payroll check. The calculations are exactly the same as the payroll system.
MAYR	Payroll Demographics	MAYR	= SS#	Input/View	Displays and update demographic information of payroll
MBAL	Payroll Finance Balance	MBAL	= SS#+major sort code	Input/View	May also access screen by major sort code only - Ex: MBAL=KA To display/edit payroll fringe benefits file by employee or major fringe benefit sort code.
MBEN	Emergency Payroll Check - deduction screen	MBEN	= SS#	Input/View	To add or delete payroll information from emergency payroll check deduction
MDED	Payroll Deduction Screen	MDED	= SS#	Input/View	Display or update employee's voluntary deductions
MEST	Paycheck Estimate Screen	MEST	= SS#+mmddy	Input/View	To view an estimate of net income on a paycheck
MGEN	Emergency Payroll Check - Demographic Screen	MGEN	= SS#	Input/View	To display or update the demographic section of the emergency paycheck
MGRS	Payroll Gross Screen	MGRS	= SS#	Input/View	Display or update gross lines for employee's payroll, pension coding and account
MHCK	Payroll History Checks	MHCK	= SS#	View	Displays employee payroll checks
MHST	Payroll History File	MHST	= SS#+CY+check number or SS#+CY+FTD+FY0 or SS#+CY+QTD+FY1,2,3,4 or SS#+CY+CTD+CY0	View	Displays detail of payroll check or CTD, FTD or QTD information. This screen's calendar to date view reflects what will be represented on the employee's W2. Example of CTD access: 5552277702CTD020
MHUP	Handcheck Management and printing	MHUP	= 6-digit starting check number	Input/View	This transaction can only be used by the County Office of Education. This screen gives the ability to manage the handcheck (emergency check) to be printed.
MLFB	PL09 Pre-Calculation	MLFB	= SS#MM (MM=month)+starting report line (use 00)	View	To display employer health & welfare from the DPFU as seen on the PL09 report
MLIN	Emergency Payroll Check - Gross Screen	MLIN	= SS#	Input/View	To add, delete or page through the gross lines of an individual's emergency pay check record
MRPT	Current Payroll Expense Reports	MRPT	= Type "Menu" or name of report	Input/View	To create a report that also reflects payroll expenses at district discretion as to criteria. Report can be asked for in various levels of detailed or summarized activity in all field with the exception being object.
MRSD	Payroll Gross Records	MRSD	= SS#	View	Allows User to view all gross line screens (MGRS) at once
MSUM	Emergency Payroll Check - Gross Record	MSUM	= SS#	Input/View	Provides a list of gross lines that an employee may have active. The gross line desired may be selected from this screen.
MW2D	Employee W2 Benefit Code Display	MW2D	= SS#	Input/View	Display only - districts Input access for DPS only. Display W2 Data for fringe benefit W2 codes.
MWAR	Emergency Payroll Check	MWAR	SS#	Input	To create initial payroll record for emergency payroll check
NARD	Program narrative display	NARD	= N/A	View	To view narratives on screens or reports
PDUR	Retirement File Maintenance	PDUR	= SS#+S (STRS) or P (PERS)+pay period in MMDDYY format	Input/View	COE use only - display/input of retirement file by employee
PNAA	Payroll Alphabetical Index	PNAA	= Last name or first few characters of last name begins with	View	Allows user to locate active employee's social security number

**CONTRA COSTA COUNTY OFFICE OF EDUCATION
SCREENS IN ALPHABETICAL ORDER**

FAC	SCREEN NAME		How to access screen		Type of access	Description
PNAI	Payroll Alphabetical Index	PNAI	= Last name or first few characters of last name begins with	N/A	View	Allows user to locate inactive employee's social security number
PNAM	Payroll Alphabetical Index	PNAM	= Last name or first few characters of last name begins with	N/A	View	Allows user to locate active/inactive employee's social security number
PRET	Payroll Retirement File	PRET	= SS#+S (STRS) or P (PERS)+pay period in MMDDYY format	FY	View	To display retirement records reported to retirement system by payroll period
RDEP	Deposit Summary	RDEP	= Type of Deposit 'TD' or DP+6-digit deposit number		View	To display a list of all the debtors included in a deposit or temporary deposit
RDTR	Debtor File Update	RDTR	= T+9-digit ID number		Input/View	Debtor file creation for addresses or update of existing information
REQS	Personnel and payroll job scheduling	REQS	= N/A	Type "Menu" or name of report	Input/View	This screen allows the user to find, create and update requests for reports. Salary projections can be run from this program for a four year period.
RINV	Invoice Maintenance	RINV	= I		Input	To add a new invoice where the invoice number is automatically assigned by the system
		RINV	= I+FY+invoice number		Change/View	To bring up the screen of an invoice that is already in the system
		RINV	= T+FY+invoice number		Change/View	To bring up the screen of template to change or view
RPAY	Invoice Payment	RPAY	= FY+invoice number		Input	To record payments made against an invoice
RPST	Post Temporary Deposit	RPST	= Hit Enter then Enter Temporary Deposit 'TD', auditor's deposit #, date of deposit		Input	To convert temporary deposit numbers to Auditor's deposit numbers and to schedule the posting of these deposit amounts to the finance system
RRCC	Continuation Coverage	RRCC	= T+9-digit ID number+FY			Continuation for benefits coverage
RSUM	Invoice Summary	RSUM	= T+debtor number		View	To view all invoices issued to and payments made by a specific vendor
RTEM	Template by Debtor Index	RTEM	= T+FY+template number (6-digit)		Input	To create a template from which invoices will be issued on periodic basis
RUDT	Auditors Deposit Summary	RUDT	= Auditor's deposit number		View	To display County Auditor fund and resource summary for a temporary deposit number
RVUE	Invoice & Summary Detail View	RVUE	= FY+invoice number		View	To view all transaction lines with account numbers for a specific invoice
SCHD	Budget update menu	SCHD	= SY		Input/View	Screen allows you to schedule programs that update finance files as part of the budgeting process
SW2S	W2 Tax Accumulation Screen	SW2S	= CY+6-digit vendor number	N/A	Input/View	This screen is for viewing/add "supplemental" tax information that was paid to the employee through the vendor warrant system, therefore bypassing the payroll automated tax file
UDEP	Personnel Employee Dependent Update Screen	UDEP	= SS#	FY	View	Allows user to update employee's dependent fringe benefit data and track birthdate and relationship
UMED	Personnel Employee Medical Update Screen	UMED	= SS#	FY	View	Allows user to view employee's personal emergency medical information. Fingerprint data and in case of emergency contacts.
UPAT	Employee Attendance Update Screen	UPAT	= SS#	FY	View	Allows user to view attendance benefit information
UPEP	Employee Position Data	UPEP	= SS#	FY	View	Allows user to view employment record. An employee may have multiple employment screens that are active or inactive.
UPER	Demographic Data Screen	UPER	= SS#	FY	View	Allows users to view an employee on the personnel file. This is the place to find name, address, hire date etc. for an individual.
UPFU	Employee Fringe Benefit Data	UPFU	= SS#	FY	View	Allows user to view fringe benefit information
VNAM	Vendor Alphabetical Index	VNAM	= N/A	Vendor name or first few alpha characters	View	To view vendor name and assigned number in alphabetical order
WTAX	1099 Tax Accumulation	WTAX	= PY	6-digit vendor number	Input/View	To view/add/delete/change vendor amounts that will be reported to the IRS/FTB on the 1099 tax form