

K12 SITE MAP

ALL FACS FREQ USED SCREENS			
DICTIONARY			
DOCUMENTS			
K-12 SITE MAP NEW			
PRINTING REPORTS FROM THE SECURED WEBSITE NEW			
RECENT SYSTEM ENHANCEMENTS			
REPORTS INDEX			
K-12 HOME PAGE			
BUDGET DOCUMENTS			
	What Are You Budgeting For?	Preface	Rev. 1-2002
		Budgeting Overview	
		Budgeting Detail	
		Screens	
		Budgeting Reports	
		Job Sequencing	
		FACS Dictionary	
CREDENTIALS			
	MANUAL	CADS – Course Assignment Update	Rev. 10-2005
		CAUD – Course Update	
		CCDS – Credential Code Display	
		CCMA – Credential Matching File Maint.	
		CCUD – Credential Codes	
		CRAS – Assignment Screen	
		CRED – Credential Update	
		CRES – Credential Summary	
		REQS – Report Request Screen	
		REPORT SAMPLES	

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CREDENTIALS (contd)			
		PL40 – Credential Assignment Match	
		PL41 – Credential Expiration Date	
		PL42 – Certificate Verification Data	
		PL44 – Credential/Assignment Match	
		PL45 – Course File Report	
		PL46 – Assignment Report	
		PL47 – Credential Code File Listing	
		PL48 – Credential Listing	
		CRNC – NCLB Assignment Update	
	Screen Instructions (NARD) NEW		Rev. 11-2006
DATA WAREHOUSE			
	Creating an ODBC Connection		Rev. 8-2005
	Using Excel to Access Data		Rev. 8-2005
	Visio- K12 Data Warehouse		Rev. 4-2002
	Data Warehouse Addition/Deletion Form		Rev. 11-2005
FINANCE			
	MISCELLANEOUS	Frequently Used Screens	
		SACS- Chart of Accounts	Rev. 3-2006
		Screen Instructions (NARD) NEW	Rev. 9-2006
		BACS Screen Enhancement NEW	Rev. 9-2006
		BATP Budget Projections and FACF001 NEW	Rev. 11-2006
	ACCOUNTS PAYABLE		
		Frequently Used Screens	Rev. 4-2002
		Table of Contents	
		General Information	
		Monthly Batch #'s by Type	

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FINANCE - ACCOUNTS PAYABLE - (contd)			
		SECTION I- ACCTS PAYABLE	
		Data Entry Screens – BDVD	
		BATE – Encumbrance Entry Screen	
		BAT1 – Re-encumbrance Entry Screen	
		BATW – Warrant Entry Types 2, 3, 4	
		BAT4 – Warrant Entry Type 4	
		BFIX – Transaction Correction Screen	
		BATJ – Journal Entry Screen	
		BATA – Accrual Journal Entry Screen	
		WTAX – 1099 Tax Accumulation Screen	
		SW2S – W2 Tax Accumulation Screen	
		BATD – Deposit Receipt Entry Screen	
		BAAA – Account Activity Screen	
		BCHD – Warrant Transaction Screen	
		BPAA – Purchase Order Activity Screen	
		BVAA – Vendor Activity Screen	
		BVND – Vendor History Display	
		VNAM – Vendor File Alpha List	
		BGLA – General Ledger	
		SECTION II- FINANCE	
		Data Entry Screens- BADD	
		BFRZ – Freeze Accounts	
		BDEL – Delete Accounts	
		FRPT – Budget Reports Request	
		BATT – Budget Transfer Entry Screen	
		BATI – Budget Increase/Decrease Entry	
		BACT – Budget Account Summary	
		BCAA – Control Number Activity Screen	
		BACS – Account Segment Display	
		SECTION III- REPORTS	

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FINANCE - ACCOUNTS PAYABLE - (contd)			
		F07 – Batch Transaction Daily Edit List	
		F23 – AP Warrant Register	
		F40 – Outstanding Purchase Order List	
		F59 – Delete Vendor Records	
		F64 – Sales/Use Tax by Vendor	
		F79 – Annual Report of Pmts to Vendors	
		F80 – Vendor File Duplicate Name/Address	
		FB10-99 Fund Audit	
	Accounts Payable Accrual Process		Rev. 3-2006
	ACCOUNTS RECEIVABLE		
		Frequently Used Screens	Rev. 3-2002
		Table of Contents	
		Overview	
		Stepping thru the AR Process	
		Debtor ID's	
		Invoice Messages	
		Invoice Due Messages	
		Beginning Invoice No.	
		Cycle Codes	
		RDTR – A/R Debtor Update	
		DYNM – Debtors in alpha Order	
		DTRD – Debtors in Numeric Order	
		TRANSFER MATRIX	
		RINV – Invoice	
		RINV – Template	
		RTEM – Temporary Deposit Posting	
		RPAY – A/R Payments	
		RSUM – A/R Debtor Summary	

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FINANCE - ACCOUNTS RECEIVABLE – (contd)			
		RVUE – A/R Invoice Detail View	
		RUDT – A/R Auditors Summary Screen	
		RPST – A/R Temporary Deposit Posting	
		RDEP – A/R Deposit Summary Screen	
		Reports- FACAR10	
		FACAR12 – A/R Ageing Report	
		FACAR19 - A/R Year End Accruals	
		FACAR20 – A/R Payment Deposit Edit	
		FACAR58 – A/R Debtor Records	
		FACAR59 – A/R Debtor Records To Be Deleted	
		FACAR91 – A/R Log File	
	COBRA-Continuation Coverage NEW		Rev. 9-2006
	AR Screen Instructions (NARD) NEW		Rev. 11-2006
INDUSTRIAL ACCIDENTS			
	Screen Instructions (NARD) NEW		Rev. 11-2006
MASTER FORMS			
	Accrual		
	Budget		
	Commercial Warrant Requisition		
	Interfund Journal		
	Journal Entry		
	K12 FACS User Software Enhancement Form		
	K12 System Security Application Form NEW		Rev. 11-2006
	K12 System Security Termination Form NEW		Rev. 11-2006

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PAYROLL DOCUMENTS			
	MANUAL	MGRS – Payroll Gross	Rev. 4-2006
		MAYR – Payroll Demographic	
		MDED – Payroll Deductions	
		DIRECT DEPOSITS	
		DISTRICT MC PROCEDURES	
		HPAY – Payroll Unit Mass Update	
		SALM – Salary Matrix Update	
		PAYROLL SYSTEM REPORTS	
		PAYROLL DICT CODES INDEX	
	Screen Instructions (NARD) NEW		Rev. 11-2006
PERSONNEL DOCUMENTS			
	MANUAL	DPER – Personnel Demographic	Rev. 4-2006
		DMED – Personnel Employee Medical Update	
		DPFU – Personnel Fringe Benefit Update	
		DPEP/ DPES – Employment Update and Summary	
		DCOM/ DCOS – Personnel Comments File Update and Summary	
		SALM – Salary Matrix Update	
		PERSONNEL SYSTEM REPORTS	
		PERSNL DICT CODES INDEX	
		ON LEAVE POSITIONS	
	Retiree Benefits NEW		Rev. 9-2006
	Screen Instructions (NARD) NEW		Rev. 11-2006
POSITION CONTROL			
	Screen Instructions (NARD) NEW		Rev. 11-2006

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PROFESSIONAL GROWTH/ EDUCATION			
	MANUAL	DDUC – Professional Growth/Education	Rev. 3-2006
	Screen Instructions (NARD) NEW		Rev. 11-2006
PURCHASE ORDER/ REQUISITION SYSTEM			
	Purchase Orders Basics Manual		Rev. 2-2006
	Purchase Order System Documentation		Rev. 3-2006
	PO Screen Instructions (NARD) NEW		Rev. 11-2006
	REQ Screen Instructions (NARD) NEW		Rev. 11-2006
SECURITY			
	Security Application NEW		Rev. 11-2006
	Security Conversion Instructions NEW		Rev. 11-2006
	Security Termination Form NEW		Rev. 11-2006
WAREHOUSE INVENTORY/ REQS			
	MANUAL	Table of Contents	Rev. 5-2002
		General Information	
		Whse. Inventory Programs	
		SCAT – WHSE Catalog Number Update	
		SREQ – WHSE Inventory Item Requisition Screen	
		SHST – Online Inventory History	
		WI01 – Daily Stores Issues & Update	
		WI02 – Weekly Stock Status Report	
		WI03 – Annual History Report	
		WI04 – Print Stores Catalog	
		WI05 – Warehouse Usage Report	
		Closing Stores at Year End	
	Screen Instructions (NARD) NEW		Rev. 11-2006