Slide 1 - Intro

Slide notes

This inquiry is used to monitor the operating balances for an organization or an index code.   You can see the current year or all years balances for budget and actuals; sources and uses. This inquiry allows you to drill down to see the detail transactions that make up the balances.

Slide 2 - Agenda

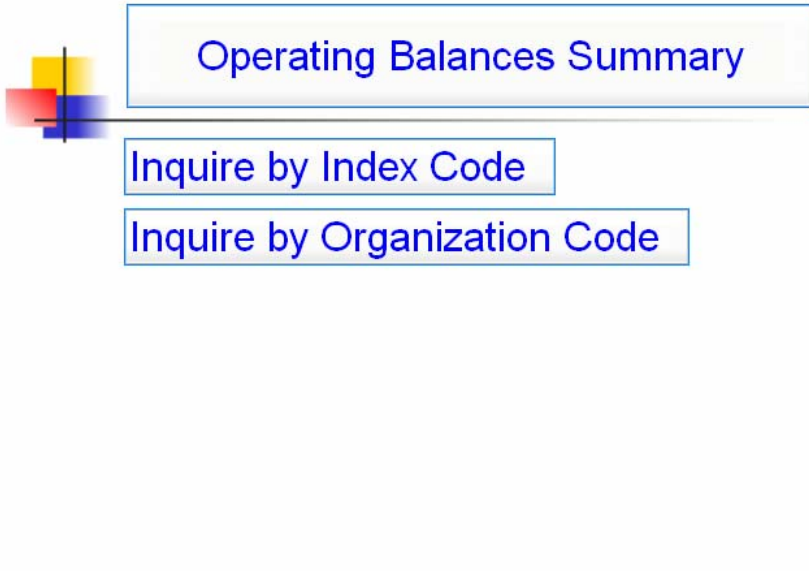**Slide notes**

The topics covered in this session include an overview of the inquiry, a demonstration on the ways you can use this screen to inquire, and how to drill down from this screen to see the detail transactions.
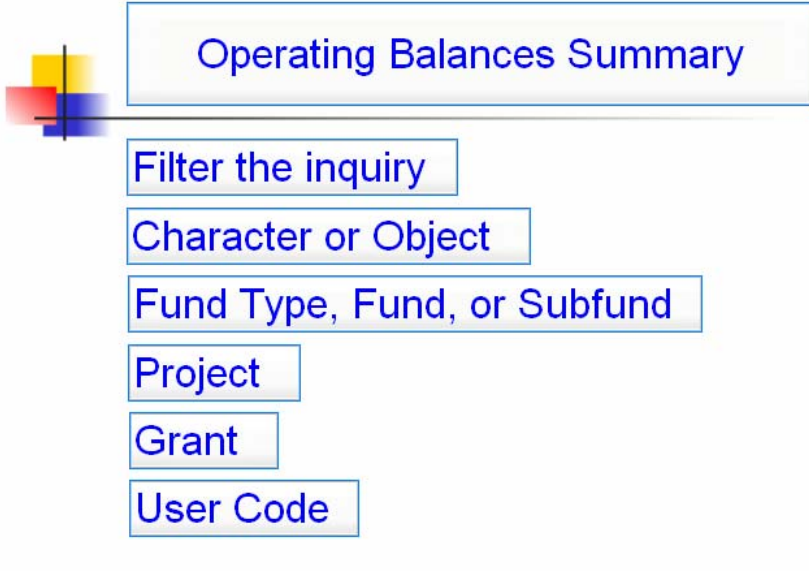
Slide 3 - Overview of 6450

Slide notes

Slide 4 - Copy of Overview of 6450

Slide notes

Slide 5 - Slide 5

```
FAML0000 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        06/19/2008
LINK TO: _                        MAIN MENU                          11:16 AM

                    COPYRIGHT 2002 TIER TECHNOLOGIES INC.

             USE THE FUNCTION KEYS TO SELECT AN OPTION:

              (2)  -  TABLE MAINTENANCE
              (3)  -  FINANCIAL PROCESSING
              (4)  -  SYSTEM MANAGEMENT
              (5)  -  FINANCIAL INQUIRY
              (8)  -  DOCUMENT AUTHORIZATION MENU
              (9)  -  LINK/HELP
             (11)  -  VENDOR MAINTENANCE/INQUIRY MENU
             (12)  -  USER CLASS SELECTION
             (CL)  -  EXIT

                              Press the "F9" key
```

Slide notes

To get to the organization summary inquiry, type 6450 in the link-to field. Then press F9. You can inquire by index code or by organization.

Slide 6 - Slide 6

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        06/19/2008
LINK TO:                 ORGANIZATION SUMMARY INQUIRY                11:16 AM

BALANCE (Y,M,Q,A) :          CURR/PRIOR PRD  :        CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008               FUNDING PERIOD:
INDEX CODE        :
ORGANIZATION      :
CHAR   / OBJECT   :
FDTP FUND SFND    :
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :
----------------------------------------------------------------------------
S SUBOBJ DESCRIPTION            BUDGET      ACTUAL    PREENC/ENC      BALANCE




F1-HELP     F2-SELECT                 F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
```

Slide notes

Before you use the inquiry you should have the following: An index code, which is a cost center for tracking operating balances. This code is either a 6 digit numeric code, meaning numbers only, or up to a 12 character alphanumeric code meaning letters and numbers.

An organization code, which can be a department, or a department and a division. A subfund, and/or a project, grant or user code. These codes can be used to filter the inquiry, which I will show you an example of, later on in the session.

Slide 7 - Slide 7

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS       06/19/2008
LINK TO:                    ORGANIZATION SUMMARY INQUIRY             11:46 AM

BALANCE (Y,M,Q,A) :          CURR/PRIOR PRD  :          CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008              FUNDING PERIOD:
INDEX CODE        : _
ORGANIZATION      :
CHAR   / OBJECT   :
FDTP FUND SFND    :
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :              Press "Enter" key
------------------------------------------------------------------------------
S SUBOBJ DESCRIPTION           BUDGET      ACTUAL    PREENC/ENC      BALANCE




F1-HELP     F2-SELECT               F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG    F9-LINK
```

Slide notes

Let's show you the inquiry by Index Code first. With your cursor in the index code field, type in the code.   Our example is 385036, then press the enter key

Slide 8 - Slide 8

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS       06/19/2008
LINK TO:                    ORGANIZATION SUMMARY INQUIRY             11:46 AM

BALANCE (Y,M,Q,A) : Y         CURR/PRIOR PRD  :          CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008              FUNDING PERIOD:
INDEX CODE        : 385036          FIELD OPERATIONS
ORGANIZATION      Defaults to "Y" for year to date balance as of the
CHAR   / OBJE     fiscal month and year displayed
FDTP FUND SFND    :
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :        A - All Years      )ate
------------------------------------------------------------------------------
S SUBOBJ DESCRIPTION           BUDGET      ACTUAL    PREENC/ENC      BALANCE
  00101  MISC-REGULAR       2,296,346   1,701,265                    595,081
  00102  MISC-SICK PAY                     51,462                    -51,462
  00104  MISC-VACATION                     80,243                    -80,243
  00105  MISC-OTHER TIMEOFF               152,765                   -152,765
  00201  UNIFORM-REGULAR  132,960,202  92,031,363                 40,928,839
  00202  UNIFORM-SICK PAY               2,673,844                 -2,673,844
  00203  UNIFORM-DISABILITY             3,237,101                 -3,237,101
F1-HELP     F2-SELECT               F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG    F9-LINK
G014 - RECORD FOUND
```

Slide notes

Defaults to "Y" for year to date balance as of the fiscal month and year displayed

Y - Year to Date

M - Month

Q - Quarter to Date

A - All Years As of December 2008, you can inquire in FAMIS going back to Fiscal Year 2005.   If you would like to inquire balances prior to fiscal year 2005, log in to "NFAMISC" to access the archive.

Slide 9 - Slide 9

```
FAML6450 V5.1          CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        06/19/2008
LINK TO:                     ORGANIZATION SUMMARY INQUIRY                 11:46 AM

BALANCE (Y,M,Q,A) : Y          CURR/PRIOR PRD  :        CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008                   FUNDING PERIOD:
INDEX CODE        : 385036          FIELD OPERATIONS
ORGANIZATION      :
CHAR  / OBJECT    :
FDTP FUND SFND    :
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :
----------------------------------------------------------------------
S SUBOBJ DESCRIPTION            BUDGET       ACTUAL    PREENC/ENC      BALANCE
  00101  MISC-REGULAR        2,296,346    1,701,265                    595,081
  00102  MISC-SICK PAY                       51,462                    -51,462
  00104  MISC-VACATION                       80,243                    -80,243
  00105  MISC-OTHER TIMEOFF                 152,765                   -152,765
  00201  UNIFORM-REGULAR   132,960,202   92,031,363                 40,928,839
  00202  UNIFORM-SICK PAY                 2,673,844                 -2,673,844
  00203  UNIFORM-DISABILITY               3,237,101                 -3,237,101
F1-HELP      F2-SELECT              F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG    F9-LINK
G014 - RECORD FOUND
```

Slide notes

Now you have inquired on the year to date balances for this index code. This inquiry defaults to the suboboject level for displaying the sources and uses. The subobject is the lowest level of the Object Structure which is used to track revenues and expenditures.   The Character level is the highest level, Object the next level down, and Subobject is the lowest level.

Slide 10 - Slide 10

```
FAML6450 V5.1          CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        06/19/2008
LINK TO:                     ORGANIZATION SUMMARY INQUIRY                 11:46 AM

BALANCE (Y,M,Q,A) : Y          CURR/PRIOR PRD  :        CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008                   FUNDING PERIOD:
INDEX CODE        : 385036          FIELD OPERATIONS
ORGANIZATION      :
CHAR  / OBJECT    :
FDTP FUND SFND    :
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :
----------------------------------------------------------------------
S SUBOBJ DESCRIPTION            BUDGET       ACTUAL    PREENC/ENC      BALANCE
  00101  MISC-REGULAR        2,296,346    1,701,265                    595,081
  00102  MISC-SICK PAY                       51,462                    -51,462
  00104  MISC-VACATION                       80,243                    -80,243
  00105  MISC-OTHER TIMEOFF                 152,765                   -152,765
  00201  UNIFORM-REGULAR   132,960,202   92,031,363                 40,928,839
  00202  UNIFORM-SICK PAY                 2,673,844                 -2,673,844
  00203  UNIFORM-DISABILITY               3,237,101                 -3,237,101
F1-HELP      F2-SELECT              F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG    F9-LINK
G014 - RECORD FOUND
```

Slide notes

The amount columns are as follows:

Budget or Revised Budget. This column includes the original adopted budget, carryforwards, and any other budgetary adjustments for the time period selected. In our example, "Y" for year to date. The amount is not reduced by any posted reserves. The Actual column is acutal budget basis expenditures for the time period selected. The total balances of preencumbrances or requisitions and encumbrances or purchase orders. And finally the ending balance, which is Budget minus acutals, minus preencumbrances and encumbrances

Slide 11 - Slide 11

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        06/19/2008
LINK TO:                    ORGANIZATION SUMMARY INQUIRY                11:46 AM

BALANCE (Y,M,Q,A) : Y          CURR/PRIOR PRD  :          CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008                     FUNDING PERIOD:
INDEX CODE        : 385036_           FIELD OPERATIONS
ORGANIZATION      :
CHAR   / OBJECT   :
FDTP FUND SFND    :
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :          Press "Enter" key
-------------------------------------------------------------------------------
S SUBOBJ DESCRIPTION              BUDGET        ACTUAL    PREENC/ENC        BALANCE
  00101  MISC-REGULAR          2,296,346     1,701,265                      595,081
  00102  MISC-SICK PAY                          51,462                      -51,462
  00104  MISC-VACATION                          80,243                      -80,243
  00105  MISC-OTHER TIMEOFF                    152,765                     -152,765
  00201  UNIFORM-REGULAR     132,960,202    92,031,363                   40,928,839
  00202  UNIFORM-SICK PAY                    2,673,844                   -2,673,844
  00203  UNIFORM-DISABILITY                  3,237,101                   -3,237,101
F1-HELP     F2-SELECT                F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

To inquire at the character/object level, type "x" in the
 character/object field and press "Enter."

Slide 12 - Slide 12

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        06/19/2008
LINK TO:                    ORGANIZATION SUMMARY INQUIRY                11:54 AM

BALANCE (Y,M,Q,A) : Y          CURR/PRIOR PRD  :          CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008                     FUNDING PERIOD:
INDEX CODE        : 385036            FIELD OPERATIONS
ORGANIZATION      :
CHAR   / OBJECT   : X
FDTP FUND SFND    :
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :
-------------------------------------------------------------------------------
S CHAR    DESCRIPTION            BUDGET        ACTUAL    PREENC/ENC        BALANCE
  001    SALARIES          156,010,458   137,487,095                   18,523,363
  013    MANDATORY FRINGE B  23,797,983    21,517,002                    2,280,981
  021    NON PERSONNEL SERV   3,334,373     3,075,214       51,647         207,513
  040    MATERIALS & SUPPLI     752,271       152,416       46,934         552,921
  060    CAPITAL OUTLAY         500,010                                    500,010
  081    SERVICES OF OTHER   15,777,359    13,755,609    1,894,998         126,752
         EXPENDITURE TOTAL  200,172,454   175,987,336    1,993,579      22,191,539
F1-HELP     F2-SELECT                F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

Now the balances are at the character level. The highest level to view sources and uses balances.

Slide 13 - Slide 13

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        08/07/2008
LINK TO:                   ORGANIZATION SUMMARY INQUIRY                  8:58 AM

BALANCE (Y,M,Q,A) : Y          CURR/PRIOR PRD :        CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008                  FUNDING PERIOD:
INDEX CODE        :
ORGANIZATION      :
CHAR   / OBJECT   :
FDTP FUND SFND    :
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :
-------------------------------------------------------------------------------
S SUBOBJ DESCRIPTION              BUDGET      ACTUAL    PREENC/ENC      BALANCE




F1-HELP     F2-SELECT                 F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
I003 - MUST ENTER ALLOTMENT/INDEX CODE "OR" ORGANIZATION CODE
```

Slide notes

You can also use this inquiry to inquire by organization

Slide 14 - Slide 14

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        08/07/2008
LINK TO:                   ORGANIZATION SUMMARY INQUIRY                  8:58 AM

BALANCE (Y,M,Q,A) : Y          CURR/PRIOR PRD :        CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008                  FUNDING PERIOD:
INDEX CODE        :
ORGANIZATION      : hrd
CHAR   / OBJECT   :
FDTP FUND SFND    :
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :          Press "Enter" key
-------------------------------------------------------------------------------
S SUBOBJ DESCRIPTION              BUDGET      ACTUAL    PREENC/ENC      BALANCE




F1-HELP     F2-SELECT                 F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
I003 - MUST ENTER ALLOTMENT/INDEX CODE "OR" ORGANIZATION CODE
```

Slide notes

Slide 15 - Slide 15

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        08/07/2008
LINK TO:               ORGANIZATION SUMMARY INQUIRY                    9:00 AM

BALANCE (Y,M,Q,A) : Y        CURR/PRIOR PRD :        CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008                FUNDING PERIOD:
INDEX CODE        :
ORGANIZATION      : HRD            HUMAN RESOURCES
CHAR   / OBJECT   : _
FDTP FUND SFND    :
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :           Press "Enter" key
------------------------------------------------------------------------------
S  SUBOBJ DESCRIPTION        BUDGET      ACTUAL    PREENC/ENC      BALANCE
   35232  EMPLOYEE PARKING    16,500      16,488                       -13
   60182  SUBROGATION-3RD PA
   78901  OVERAGE(SHORTAGE)               -78                          -78
   78902  NSF CHECKS                      -954                         -954
   9301G  OTI FR 1G-GENERAL   246,000     246,000
          REVENUE TOTAL       262,500     261,456                    -1,044
   00101  MISC-REGULAR        15,273,387  10,812,435              4,460,952
F1-HELP     F2-SELECT                F4-PRIOR    F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

Type "hrd" in the organization field. Press the "Enter" key. Now you have inquired at the organization/subobject level.

Slide 16 - Slide 16

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        08/07/2008
LINK TO:               ORGANIZATION SUMMARY INQUIRY                    9:00 AM

BALANCE (Y,M,Q,A) : Y        CURR/PRIOR PRD :        CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008                FUNDING PERIOD:
INDEX CODE        :
ORGANIZATION      : HRD            HUMAN RESOURCES
CHAR   / OBJECT   : X
FDTP FUND SFND    :
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :           Press "Enter" key
------------------------------------------------------------------------------
S  CHAR   DESCRIPTION        BUDGET      ACTUAL    PREENC/ENC      BALANCE
   350    RENTS & CONCESSION  16,500      16,488                       -13
   600    CHARGES FOR SERVIC
   750    OTHER REVENUES                  -1,032                     -1,032
   910    OPERATING TRANSFER  246,000     246,000
          REVENUE TOTAL       262,500     261,456                    -1,044
   001    SALARIES            15,367,566  13,745,019              1,622,547
   013    MANDATORY FRINGE B   3,820,046   3,858,965                -38,919
F1-HELP     F2-SELECT                F4-PRIOR    F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

Now you have inquired at the organization character level, but for all subfunds. You can filter this inquiry
by fund type, fund, and subfund. lets do that by typing 1g agf acp in the fund type,
fund, subfund fields and press enter.

Slide 17 - Slide 17

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        08/07/2008
LINK TO:                  ORGANIZATION SUMMARY INQUIRY                  9:00 AM

BALANCE (Y,M,Q,A) : Y          CURR/PRIOR PRD :        CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008                  FUNDING PERIOD:
INDEX CODE        :
ORGANIZATION      : HRD              HUMAN RESOURCES
CHAR   / OBJECT   : X
FDTP FUND SFND    : 1G AGF ACP       GF-CONTINUING PROJECTS
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :            Press "Enter" key
------------------------------------------------------------------------------
S CHAR   DESCRIPTION          BUDGET       ACTUAL    PREENC/ENC       BALANCE
  001    SALARIES          3,375,680    1,921,802                   1,453,878
  013    MANDATORY FRINGE B   212,629      418,226                    -205,597
  021    NON PERSONNEL SERV 4,802,615    7,488,517    1,230,245    -3,916,147
  040    MATERIALS & SUPPLI    17,909      145,170       20,189      -147,450
  060    CAPITAL OUTLAY                                 643,645      -643,645
  069    PROJECT CARRYFORWA 6,671,923                                6,671,923
  079    ALLOCATED CHARGES    247,624      247,624
F1-HELP    F2-SELECT                F4-PRIOR    F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

Now you have filtered your inquiry by the subfund 1g agf acp , continuing projects. This inquiry allows you to further filter the balances by project, project detail, grant, grant detail, and user code.   Lets use project as an example. Type PRDMRG in the project field and press enter.

Slide 18 - Slide 18

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        08/07/2008
LINK TO:                  ORGANIZATION SUMMARY INQUIRY                  9:00 AM

BALANCE (Y,M,Q,A) : Y          CURR/PRIOR PRD :        CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008                  FUNDING PERIOD:
INDEX CODE        :
ORGANIZATION      : HRD              HUMAN RESOURCES
CHAR   / OBJECT   : X
FDTP FUND SFND    : 1G AGF ACP       GF-CONTINUING PROJECTS
PROJECT PROJ DTL  : PRDMRG          EMERGE
GRANT   GRANT DTL :
USER CD           :
------------------------------------------------------------------------------
S CHAR   DESCRIPTION          BUDGET       ACTUAL    PREENC/ENC       BALANCE
  001    SALARIES          2,499,734    1,062,852                   1,436,882
  013    MANDATORY FRINGE B       266      253,310                    -253,044
  021    NON PERSONNEL SERV 1,418,049       21,271      176,181     1,220,597
  040    MATERIALS & SUPPLI               31,720        8,733       -40,453
  060    CAPITAL OUTLAY                                 643,645      -643,645
  081    SERVICES OF OTHER     63,140       62,200                        940
  086    EXPENDITURE RECOVE                -598,628                   598,628
F1-HELP    F2-SELECT                F4-PRIOR    F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

Text Captions

Slide 19 - Slide 19

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      08/12/2008
LINK TO:                   ORGANIZATION SUMMARY INQUIRY               11:56 AM

BALANCE (Y,M,Q,A) : Y          CURR/PRIOR PRD :        CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008                  FUNDING PERIOD:
INDEX CODE        :
ORGANIZATION      : CHF            CHILDREN, YOUTH & THEIR FAMILIES
CHAR  / OBJECT    : x
FDTP FUND SFND    : _
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :
                              Press "Enter" key
-------------------------------------------------------------------------------
S SUBOBJ DESCRIPTION          BUDGET       ACTUAL    PREENC/ENC      BALANCE
  10110  PROP TAX CURR YR-S  35,731,700  34,858,902                -872,798
  10120  PROP TAX CURR YR-U   2,430,700   2,457,671                  26,971
  10220  PROP TAX PRIOR YR                  -93,247                 -93,247
  10230  UNSECURED INSTL 5/      10,600      36,175                  25,575
  10310  SUPP ASST SB813-CY    793,900     486,935                -306,965
  10320  SUPP ASST SB813-CY                  1,053                   1,053
  10410  SUPP ASST SB813-PY    725,000   1,052,221                 327,221
F1-HELP      F2-SELECT               F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

Lets show you an example of using Grant as the filter.   Starting with the Organization of CHF, which is the department code for Children Youth and their Families, Tab down to the fund type, fund, and subfund field, and type 2S CHF GNC.   This will filter your inquiry to that subfund.

Slide 20 - Slide 20

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      08/12/2008
LINK TO:                   ORGANIZATION SUMMARY INQUIRY               11:56 AM

BALANCE (Y,M,Q,A) : Y          CURR/PRIOR PRD :        CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008                  FUNDING PERIOD:
INDEX CODE        :
ORGANIZATION      : CHF            CHILDREN, YOUTH & THEIR FAMILIES
CHAR  / OBJECT    : X
FDTP FUND SFND    : 2S CHF GNC      GRANTS, NON-PROJECT, CONTINUING
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :
-------------------------------------------------------------------------------
S CHAR    DESCRIPTION          BUDGET       ACTUAL    PREENC/ENC      BALANCE
  400    INTERGOVERNMENTAL     875,919     619,261                -256,659
  450    INTERGOVERNMENTAL     135,959     121,912                 -14,047
  890    NON-ISF CHRGS FOR   2,247,213   2,247,213
  999    UNAPPROPRIATED FUN    -13,620     -13,620
         REVENUE TOTAL       3,245,471   2,974,766                -270,706
  001    SALARIES              159,431     186,753                 -27,322
  013    MANDATORY FRINGE B     51,176      53,793                  -2,617
F1-HELP      F2-SELECT               F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

Now your inquiry is filtered for Children Youth and their Families, for the Grants, Non-Project, Continuing Subfund.   Notice the X in the Character field and that the inquiry is displaying the amounts at the Character level.

Slide 21 - Slide 21

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        08/12/2008
LINK TO:                   ORGANIZATION SUMMARY INQUIRY                 11:56 AM

BALANCE (Y,M,Q,A) : Y         CURR/PRIOR PRD  :         CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008                   FUNDING PERIOD:
INDEX CODE        :
ORGANIZATION      : CHF             CHILDREN, YOUTH & THEIR FAMILIES
CHAR  / OBJECT    : X
FDTP FUND SFND    : 2S CHF GNC      GRANTS, NON-PROJECT, CONTINUING
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :          Press "Enter" key
-----------------------------------------------------------------------
S CHAR   DESCRIPTION          BUDGET       ACTUAL    PREENC/ENC      BALANCE
  400    INTERGOVERNMENTAL    875,919      619,261                  -256,659
  450    INTERGOVERNMENTAL    135,959      121,912                   -14,047
  890    NON-ISF CHRGS FOR  2,247,213    2,247,213
  999    UNAPPROPRIATED FUN   -13,620      -13,620
         REVENUE TOTAL      3,245,471    2,974,766                  -270,706
  001    SALARIES             159,431      186,753                   -27,322
  013    MANDATORY FRINGE B    51,176       53,793                    -2,617
F1-HELP     F2-SELECT              F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

Now lets filter by grant, type in MYSFSP in the grant field and press enter

Slide 22 - Slide 22

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        08/12/2008
LINK TO:                   ORGANIZATION SUMMARY INQUIRY                 11:57 AM

BALANCE (Y,M,Q,A) : Y         CURR/PRIOR PRD  :         CURRENCY CODE :
FISCAL MO/YEAR    : 12 2008 JUNE 2008                   FUNDING PERIOD:
INDEX CODE        :
ORGANIZATION      : CHF             CHILDREN, YOUTH & THEIR FAMILIES
CHAR  / OBJECT    : X
FDTP FUND SFND    : 2S CHF GNC      GRANTS, NON-PROJECT, CONTINUING
PROJECT PROJ DTL  :
GRANT   GRANT DTL : MYSFSP         SUMMER FOOD PROGRM-CHILDRN,YOUTH &FAMLIS
USER CD           :
-----------------------------------------------------------------------
S CHAR   DESCRIPTION          BUDGET       ACTUAL    PREENC/ENC      BALANCE
  400    INTERGOVERNMENTAL    875,919      619,261                  -256,659
  999    UNAPPROPRIATED FUN     2,171        2,171
         REVENUE TOTAL        878,090      621,432                  -256,659
  001    SALARIES              87,136      119,484                   -32,347
  013    MANDATORY FRINGE B    29,000       33,000                    -4,000
  021    NON PERSONNEL SERV   554,747      549,443                     5,304
  038    CITY GRANT PROGRAM   203,000      167,219                    35,781
F1-HELP     F2-SELECT              F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

Now you have added an additional filter at the grant level. You can also filter the User Code as well, but is not commonly used.

Slide 23 - Slide 23

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        12/12/2008
LINK TO:                  ORGANIZATION SUMMARY INQUIRY                 10:42 AM

BALANCE (Y,M,Q,A) : Y         CURR/PRIOR PRD  :        CURRENCY CODE :
FISCAL MO/YEAR    :      DEC  2008                     FUNDING PERIOD:
INDEX CODE        :
ORGANIZATION      :
CHAR   / OBJECT   :
FDTP FUND SFND    :
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :          ┌─────────────────┐
                             │ Press Tab key   │
─────────────────────────────┴─────────────────┴────────────────────────
S SUBOBJ DESCRIPTION            BUDGET      ACTUAL   PREENC/ENC      BALANCE




F1-HELP     F2-SELECT              F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
I003 - MUST ENTER ALLOTMENT/INDEX CODE "OR" ORGANIZATION CODE
```

Slide notes

If you have the index code, you can see the transactions that make up the balance.   Let's do that by inquiring first.   Type 02 2009 in the fiscal month and year fields, then press the tab key.

Slide 24 - Slide 24

```
FAML6450 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        12/12/2008
LINK TO:                  ORGANIZATION SUMMARY INQUIRY                 10:42 AM

BALANCE (Y,M,Q,A) : Y         CURR/PRIOR PRD  :        CURRENCY CODE :
FISCAL MO/YEAR    : 02 2009 DEC  2008                  FUNDING PERIOD:
INDEX CODE        : _
ORGANIZATION      :
CHAR   / OBJECT   :
FDTP FUND SFND    :
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD        ┌──────────────────────────────────────────┐
               │ Press Tab key to get to the Char / Object Field │
───────────────┴──────────────────────────────────────────┴──────────
S SUBOBJ DESCRIPTION            BUDGET      ACTUAL   PREENC/ENC      BALANCE




F1-HELP     F2-SELECT              F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
I003 - MUST ENTER ALLOTMENT/INDEX CODE "OR" ORGANIZATION CODE
```

Slide notes

Now type 385030 in the index code field then use your tab key to get to the character / object field.

Slide 25 - Slide 25

```
FAML6450 V5.1       CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        12/12/2008
LINK TO:                  ORGANIZATION SUMMARY INQUIRY                10:42 AM

BALANCE (Y,M,Q,A) : Y        CURR/PRIOR PRD  :         CURRENCY CODE :
FISCAL MO/YEAR   : 02 2009 DEC  2008              FUNDING PERIOD:
INDEX CODE       : 385030
ORGANIZATION     :
CHAR   / OBJECT  : _
FDTP FUND SFND   :
PROJECT PROJ DTL :
GRANT   GRANT DTL :
USER CD          :              ┌─────────────────┐
                               │  Press Enter key │
------------------------------- └─────────────────┘ ---------------------------

S SUBOBJ DESCRIPTION              BUDGET      ACTUAL   PREENC/ENC     BALANCE




F1-HELP     F2-SELECT            F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
I003 - MUST ENTER ALLOTMENT/INDEX CODE "OR" ORGANIZATION CODE
```

Slide notes

For this example, we will filter the subobjects to the 021 - Non-Personnel Services Character. Type 021 in the character / object field, then press the enter key.

Slide 26 - Slide 26

```
FAML6450 V5.1       CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        12/12/2008
LINK TO:                  ORGANIZATION SUMMARY INQUIRY                10:42 AM

BALANCE (Y,M,Q,A) : Y        CURR/PRIOR PRD  :         CURRENCY CODE :
FISCAL MO/YEAR   : 02 2009 AUG  2008              FUNDING PERIOD:
INDEX CODE       : 385030           OPERATIONAL SUPPORT DEPT
ORGANIZATION     :
CHAR   / OBJECT  : 021            NON PERSONNEL SERVICES
FDTP FUND SFND   :
PROJECT PROJ DTL :
GRANT   GRANT DTL :
USER CD          :              ┌─────────────────┐
                               │   Press F8 key   │
------------------------------- └─────────────────┘ ---------------------------
S SUBOBJ DESCRIPTION              BUDGET      ACTUAL   PREENC/ENC     BALANCE
  02101   TRAVEL COSTS PAID                   1,428                    -1,428
  02102   TRAVEL COSTS PAID                  10,223                   -10,223
  02200   TRAINING - BUDGET     593,800                               593,800
  02201   TRAINING COSTS PAI     52,635          67                    52,568
  02202   TRAINING COSTS PAI                 43,718                   -43,718
  02302   LOCAL FIELD EXP                        20                       -20
  02401   MEMBERSHIP FEES                       665                      -665
F1-HELP     F2-SELECT            F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

Now you have inquired this index code and filtered the data to only show character 021 for the year to date balance as of august 2008.   Lets find the subobject for our example.   Press the F8 key to go to the next page of subobject balances.

Slide 27 - Slide 27

```
FAML6450 V5.1      CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      12/12/2008
LINK TO:               ORGANIZATION SUMMARY INQUIRY               10:42 AM

BALANCE (Y,M,Q,A) : Y        CURR/PRIOR PRD  :        CURRENCY CODE :
FISCAL MO/YEAR    : 02 2009 AUG  2008                 FUNDING PERIOD:
INDEX CODE        : 385030        OPERATIONAL SUPPORT DEPT
ORGANIZATION      :
CHAR   / OBJECT   : 021            NON PERSONNEL SERVICES
FDTP FUND SFND    :
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :              ┌──────────────────┐
                                 │ Press Tab key    │
------------------------------------------------------------------------
S SUBOBJ DESCRIPTION           BUDGET      ACTUAL    PREENC/ENC    BALANCE
  02501  PROMOTIONAL & ENTE     1,221                   1,221
  02519  OTHER EVENTS                      11,166                  -11,166
  02600  COURT FEES AND OTH    49,000                             49,000
  02631  COURT REPORTERS       28,548       2,352      26,196
  02661  INTERPRETERS           5,938         572       7,383      -2,017
  02699  OTHER FEES                        11,325                  -11,325
  02700  PROFESSIONAL & SPE   323,795                             323,795
F1-HELP    F2-SELECT                 F4-PRIOR    F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G012 - NEXT PAGE DISPLAYED
```

Slide notes

Use your tab key to get to subboject 02631 Court Reporters

Slide 28 - Slide 28

```
FAML6450 V5.1      CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      12/12/2008
LINK TO:               ORGANIZATION SUMMARY INQUIRY               10:42 AM

BALANCE (Y,M,Q,A) : Y        CURR/PRIOR PRD  :        CURRENCY CODE :
FISCAL MO/YEAR    : 02 2009 AUG  2008                 FUNDING PERIOD:
INDEX CODE        : 385030        OPERATIONAL SUPPORT DEPT
ORGANIZATION      :
CHAR   / OBJECT   : 021            NON PERSONNEL SERVICES
FDTP FUND SFND    :
PROJECT PROJ DTL  :
GRANT   GRANT DTL :
USER CD           :              ┌──────────────────┐
                                 │ Press F2 key     │
------------------------------------------------------------------------
S SUBOBJ DESCRIPTION           BUDGET      ACTUAL    PREENC/ENC    BALANCE
_ 02501  PROMOTIONAL & ENTE     1,221                   1,221
  02519  OTHER EVENTS                      11,166                  -11,166
  02600  COURT FEES AND OTH    49,000                             49,000
  02631  COURT REPORTERS       28,548       2,352      26,196
  02661  INTERPRETERS           5,938         572       7,383      -2,017
  02699  OTHER FEES                        11,325                  -11,325
  02700  PROFESSIONAL & SPE   323,795                             323,795
F1-HELP    F2-SELECT                 F4-PRIOR    F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G012 - NEXT PAGE DISPLAYED
```

Slide notes

With your cursor next to the subobject, press the F2 keys to see the transactions that make up that balance.

Slide 29 - Slide 29

```
FAML6500 V5.1      CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      12/12/2008
LINK TO:                    ACCOUNT DETAIL INQUIRY                  10:43 AM

FISCAL MO/YR : 02 2009  AUG  2008  CUR/PR PRD :      CURRENCY CODE :
INDEX CODE   : 385030       OPERATIONAL SUPPORT DEPT
SUBOBJ : 02631   COURT REPORTERS        USERCD :
PROJ   :                               PJDTL  :
GRANT  :                               GR DTL :
G/L    :         -                     T/C    :
CLASS  :                               FT/F/SF:
-----------------------------------------------------------------------
S  POST DATE  T/C  DOCUMENT     Press Tab key      CHECK NO        AMOUNT
   ----------- D E S C R I P T                 --    VENDOR
   08/22/2008 116P INXX09059955 01 DPPC07000323 01              -786.00
   ADPICS PURCHASE ORDER LIQUIDATION-> VCPC09000128    ROOMIAN & ASSOCIATES
   08/22/2008 116P INXX09060024 01 DPPC07000323 01            -1,566.00
   ADPICS PURCHASE ORDER LIQUIDATION-> VCPC09000127    ROOMIAN & ASSOCIATES
   08/22/2008 205P VCPC09000127 01 DPPC07000323 01             1,566.00
   *10356*                                      ROOMIAN & ASSOCIATES
   08/22/2008 205P VCPC09000128 01 DPPC07000323 01               786.00
   *10368**10369*                               ROOMIAN & ASSOCIATES
F1-HELP    F2-SELECT              F4-PRIOR    F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

Now you have "drilled down" to see all the transactions that make up the balance.   Note, FAMIS will only show you the month of transactions you inquire. In our example, August 2008.   This example has transactions posting to multiple general ledger accounts. Lets show you how to filter the inquiry to show only a specific general ledger. Tab down to the G/L field.

Slide 30 - Slide 30

```
FAML6500 V5.1      CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      12/12/2008
LINK TO:                    ACCOUNT DETAIL INQUIRY                  10:43 AM

FISCAL MO/YR : 02 2009  AUG  2008  CUR/PR PRD :      CURRENCY CODE :
INDEX CODE   : 385030       OPERATIONAL SUPPORT DEPT
SUBOBJ : 02631   COURT REPORTERS        USERCD :
PROJ   :                               PJDTL  :
GRANT  :                               GR DTL :
G/L    : _       -                     T/C    :
CLASS  :                               FT/F/SF:
-----------------------------------------------------------------------
S  POST DATE  T/C  DOCUMENT     Press Enter key     CHECK NO        AMOUNT
   ----------- D E S C R I P T                 -     VENDOR
   08/22/2008 116P INXX09059955 01 DPPC07000323 01              -786.00
   ADPICS PURCHASE ORDER LIQUIDATION-> VCPC09000128    ROOMIAN & ASSOCIATES
   08/22/2008 116P INXX09060024 01 DPPC07000323 01            -1,566.00
   ADPICS PURCHASE ORDER LIQUIDATION-> VCPC09000127    ROOMIAN & ASSOCIATES
   08/22/2008 205P VCPC09000127 01 DPPC07000323 01             1,566.00
   *10356*                                      ROOMIAN & ASSOCIATES
   08/22/2008 205P VCPC09000128 01 DPPC07000323 01               786.00
   *10368**10369*                               ROOMIAN & ASSOCIATES
F1-HELP    F2-SELECT              F4-PRIOR    F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

Now type 431 in the G/L field then press the Enter key to look at just the actual expenditures.

Slide 31 - Slide 31

```
FAML6500 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      12/12/2008
LINK TO:                      ACCOUNT DETAIL INQUIRY                10:43 AM

FISCAL MO/YR : 02 2009  AUG  2008   CUR/PR PRD :      CURRENCY CODE :
INDEX CODE   : 385030        OPERATIONAL SUPPORT DEPT
SUBOBJ : 02631   COURT REPORTERS        USERCD :
PROJ   :                                PJDTL  :
GRANT  :                                GR DTL :
G/L    : 431    -    431                 T/C    :
CLASS  :                                FT/F/SF:
------------------------------------------------------------------------
S  POST DATE  T/C  DOCUMENT        DOCUMENT REF    CHECK NO        AMOUNT
----------- D E S C R I P T I O N ----------      VENDOR
   08/22/2008 205P VCPC09000127 01 DPPC07000323 01              1,566.00
   *10356*                                   ROOMIAN & ASSOCIATES
   08/22/2008 205P VCPC09000128 01 DPPC07000323 01                786.00
   *10368**10369*                            ROOMIAN & ASSOCIATES




F1-HELP     F2-SELECT                  F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

FAMIS is now showing just the vouchers. Lets show you how to change the filter.

Slide 32 - Slide 32

```
FAML6500 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      12/12/2008
LINK TO:                      ACCOUNT DETAIL INQUIRY                10:43 AM

FISCAL MO/YR : 02 2009  AUG  2008   CUR/PR PRD :      CURRENCY CODE :
INDEX CODE   : 385030        OPERATIONAL SUPPORT DEPT
SUBOBJ : 02631   COURT REPORTERS        USERCD :
PROJ   :                                PJDTL  :
GRANT  :                                GR DTL :
G/L    : 431    -    431                 T/C    :
CLASS  :                                FT/F/SF:
------------------------------------------------------------------------
S  POST DATE  T/C  DOCUMENT    Press Tab key      CHECK NO        AMOUNT
----------- D E S C R I P T I O N ----------      VENDOR
   08/22/2008 205P VCPC09000127 01 DPPC07000323 01              1,566.00
   *10356*                                   ROOMIAN & ASSOCIATES
   08/22/2008 205P VCPC09000128 01 DPPC07000323 01                786.00
   *10368**10369*                            ROOMIAN & ASSOCIATES



F1-HELP     F2-SELECT                  F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

Tab to the GL field then change the first GL to 470 - Encumbrances, then tab to the second gl and change it to 470.   The two GL fields give you an option to filter to a range of general ledgers.

Slide 33 - Slide 33

```
FAML6500 V5.1       CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      12/12/2008
LINK TO:                   ACCOUNT DETAIL INQUIRY                  10:43 AM

FISCAL MO/YR : 02 2009  AUG  2008   CUR/PR PRD :      CURRENCY CODE :
INDEX CODE   : 385030       OPERATIONAL SUPPORT DEPT
SUBOBJ : 02631   COURT REPORTERS        USERCD :
PROJ   :                            PJDTL :
GRANT  :                            GR DTL :
G/L    : 470     -  431             T/C    :
CLASS  :                            FT/F/SF:
-------------------------------------------------------------------------
S  POST DATE  T/C  DOCUMENT   ┌───────────────┐  CHECK NO         AMOUNT
   ----------- D E S C R I P T│ Press Enter key│   VENDOR
   08/22/2008 205P VCPC0900012└───────────────┘PC07000323 01     1,566.00
   *10356*                              ROOMIAN & ASSOCIATES
   08/22/2008 205P VCPC09000128 01 DPPC07000323 01                786.00
   *10368**10369*                      ROOMIAN & ASSOCIATES




F1-HELP    F2-SELECT              F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

Now press the enter key

Slide 34 - Slide 34

```
FAML6500 V5.1       CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      12/12/2008
LINK TO:                   ACCOUNT DETAIL INQUIRY                  10:43 AM

FISCAL MO/YR : 02 2009  AUG  2008   CUR/PR PRD :      CURRENCY CODE :
INDEX CODE   : 385030       OPERATIONAL SUPPORT DEPT
SUBOBJ : 02631   COURT REPORTERS        USERCD :
PROJ   :                            PJDTL :
GRANT  :                            GR DTL :
G/L    : 470     -  470             T/C    :
CLASS  :                            FT/F/SF:
-------------------------------------------------------------------------
S  POST DATE  T/C  DOCUMENT        DOCUMENT REF    CHECK NO        AMOUNT
   ----------- D E S C R I P T I O N-----------     VENDOR
   08/22/2008 116P INXX09059955 01 DPPC07000323 01               -786.00
   ADPICS PURCHASE ORDER LIQUIDATION-> VCPC09000128  ROOMIAN & ASSOCIATES
   08/22/2008 116P INXX09060024 01 DPPC07000323 01              -1,566.00
   ADPICS PURCHASE ORDER LIQUIDATION-> VCPC09000127  ROOMIAN & ASSOCIATES



F1-HELP    F2-SELECT              F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

Slide notes

Now you are looking at the transactions that updated GL 470 - Encumbrances.

Text Captions

Slide 35 - Slide 35

```
FAML6500 V5.1       CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        12/12/2008
LINK TO:                      ACCOUNT DETAIL INQUIRY                 10:43 AM

FISCAL MO/YR : 02 2009  AUG  2008   CUR/PR PRD :       CURRENCY CODE :
INDEX CODE   : 385030        OPERATIONAL SUPPORT DEPT
SUBOBJ : 02631   COURT REPORTERS          USERCD :
PROJ   :                                  PJDTL  :
GRANT  :                                  GR DTL :
G/L    : 470     -   470                  T/C    :
CLASS  :                                  FT/F/SF:
--------------------------------------------------------------------------
S  POST DATE  T/C  DOCUMENT     Press Tab key      CHECK NO         AMOUNT
   ----------- D E S C R I P T              --       VENDOR
   08/22/2008 116P INXX09059955 01 DPPC07000323 01                  -786.00
   ADPICS PURCHASE ORDER LIQUIDATION-> VCPC09000128   ROOMIAN & ASSOCIATES
   08/22/2008 116P INXX09060024 01 DPPC07000323 01                -1,566.00
   ADPICS PURCHASE ORDER LIQUIDATION-> VCPC09000127   ROOMIAN & ASSOCIATES




F1-HELP     F2-SELECT              F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

_____

_____

_____

_____

_____

_____

_____

Slide notes

You can also drill down to all the information for a specific transaction.   Press your tab key to put your cursor to the first transaction, then press the F2 key

Slide 36 - Slide 36

```
FAML6500 V5.1       CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        12/12/2008
LINK TO:                      ACCOUNT DETAIL INQUIRY                 10:43 AM

FISCAL MO/YR : 02 2009  AUG  2008   CUR/PR PRD :       CURRENCY CODE :
INDEX CODE   : 385030        OPERATIONAL SUPPORT DEPT
SUBOBJ : 02631   COURT REPORTERS          USERCD :
PROJ   :                                  PJDTL  :
GRANT  :                                  GR DTL :
G/L    : 470     -   470                  T/C    :
CLASS  :                                  FT/F/SF:
--------------------------------------------------------------------------
S  POST DATE  T/C  DOCUMENT      Press F2 key      CHECK NO         AMOUNT
   ----------- D E S C R I P T              --       VENDOR
   08/22/2008 116P INXX09059955 01 DPPC07000323 01                  -786.00
   ADPICS PURCHASE ORDER LIQUIDATION-> VCPC09000128   ROOMIAN & ASSOCIATES
   08/22/2008 116P INXX09060024 01 DPPC07000323 01                -1,566.00
   ADPICS PURCHASE ORDER LIQUIDATION-> VCPC09000127   ROOMIAN & ASSOCIATES




F1-HELP     F2-SELECT              F4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G014 - RECORD FOUND
```

_____

_____

_____

_____

_____

_____

_____

Slide notes

Then press the F2 Key

Slide 37 - Slide 37

```
FAML6300 V5.1       CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      12/12/2008
LINK TO:                     TRANSACTION DETAIL INQUIRY              10:43 AM


DOCUMENT        -- POST PERIOD -- POST DATE -------- POSTED BY --------- UNIT
INXX09059955 01 02 2009 AUG  2008 08/22/2008 MARTINEZ, NORMAN
--------------------------------------------------------------------------
TRANS CODE    : 116P  ADPICS INTERFACE TO LIQUIDATE ENCUMBRANCE BY VOUCHERS
DOCUMENT REF  : DPPC07000323 01                          NOTEPAD : N
TRANS DESC.   : ADPICS PURCHASE ORDER LIQUIDATION-> VCPC09000128
AMOUNT        :          786.00  DUE DATE   :        SINGLE CHECK :
VENDOR NUMBER : 50592    01      ROOMIAN & ASSOCIATES
INDEX CODE    : 385030           OPERATIONAL SUPPORT DEPT
SUB-OBJECT    : 02631            COURT REPORTERS
USER CD       :
GRANT  / GR DTL :
PROJ   / PJDTL :
START DATE     :                END DATE :
G/L    / SUBSID :
BANK NO/ SUBSID :
TREAS NUM      :
CURRENCY CODE  :    CONV DATE :          FRGN CURR AMT:
F1-HELP                        F4-PRIOR    F5-NEXT
              F9-LINK                      F11-NOTEPAD  F12-APPR HIST
G014 - RECORD FOUND
```

Slide notes

You will see the transaction description, who posted the transaction, the date of the transaction, and all the accounting information.

Slide 38 - Summary

Slide notes