

Section E- Financial Reports & Menus

Budget Detail & Summary Reports	E-2
Financial Activity Report	E-9
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Budget Detail & Summary Reports

BUDGET DETAIL/BUDGET SUMMARY

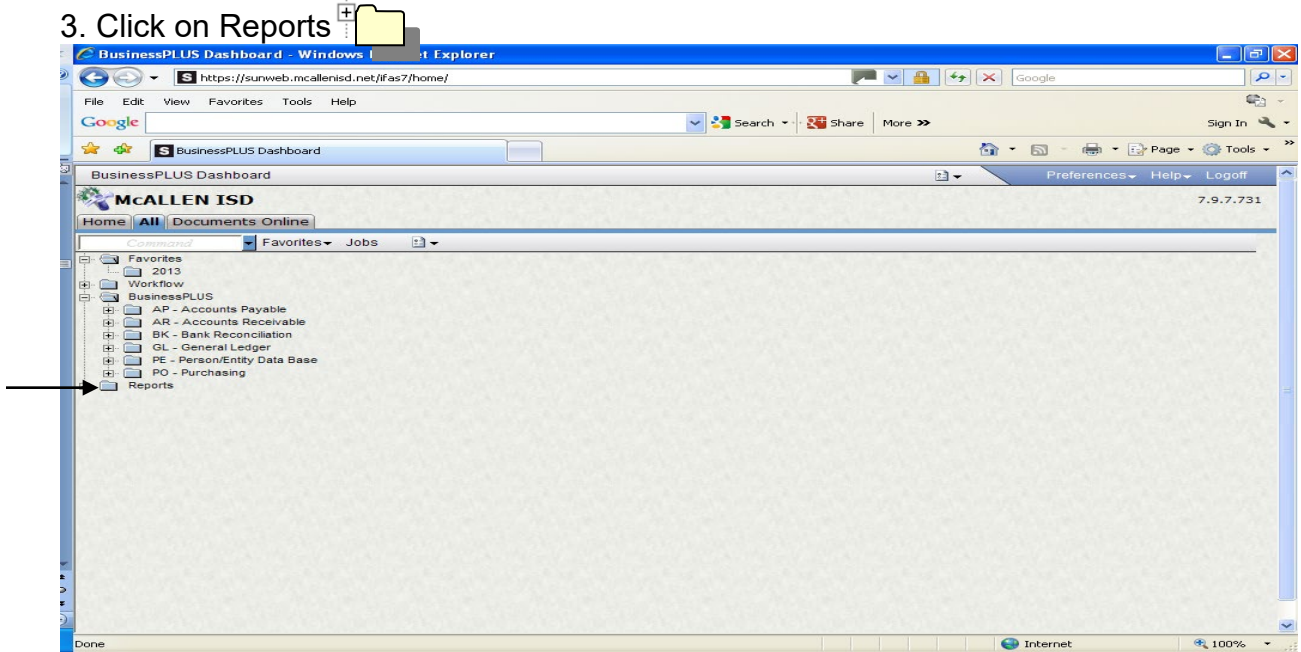
1. On the Internet Browser type this address:
 - a. <https://sunweb.mcallenisd.net/ifa7/home>
 - b. Type your username & password
2. Once you have logged in, click **All**

The screenshot shows the BusinessPLUS Dashboard interface. At the top, there is a navigation bar with 'Home', 'All', and 'Documents Online' tabs. Below this, there are several widgets:

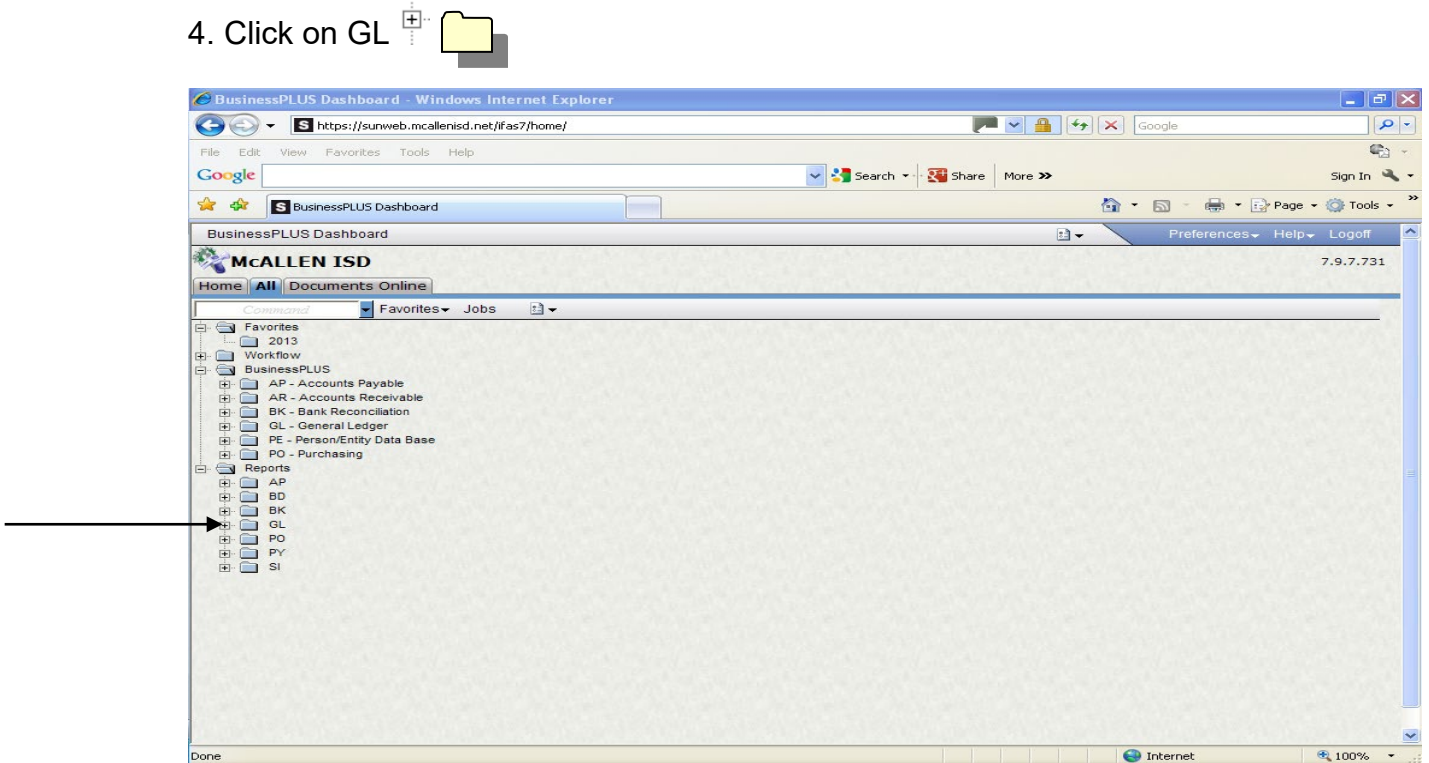
- Workflow Tasks:** Includes an 'Out of office?' checkbox and a 'Cash Receipts Approval' link.
- Revenue/Expense Chart:** A bar chart titled 'Fiscal Year Comparison' showing revenues and expenses from 2010 to 2014. The y-axis ranges from 0 to \$274.7 mil.
- Budget Chart:** A section titled 'Budget Allocation By Division'.
- Users Logged on:** A table listing active users and their locations.

Name	Location
LUNA, EMILY	EOUSER
GARCIA, IRMA DENISSE	EOUSER
Castilleja, Eva	EOUSER
CONTRERAS, ROZANA	EOUSER
GARZA, VICENTE M	EOUSER
Alejandro Torres	ONSITE
Alma A Pena	ONSITE
Aurora Zamora	ONSITE
Belinda Zavala	ONSITE
Bitech Administrator	ONSITE
Claudia A Mora	ONSITE
Criselda Garcia	ONSITE

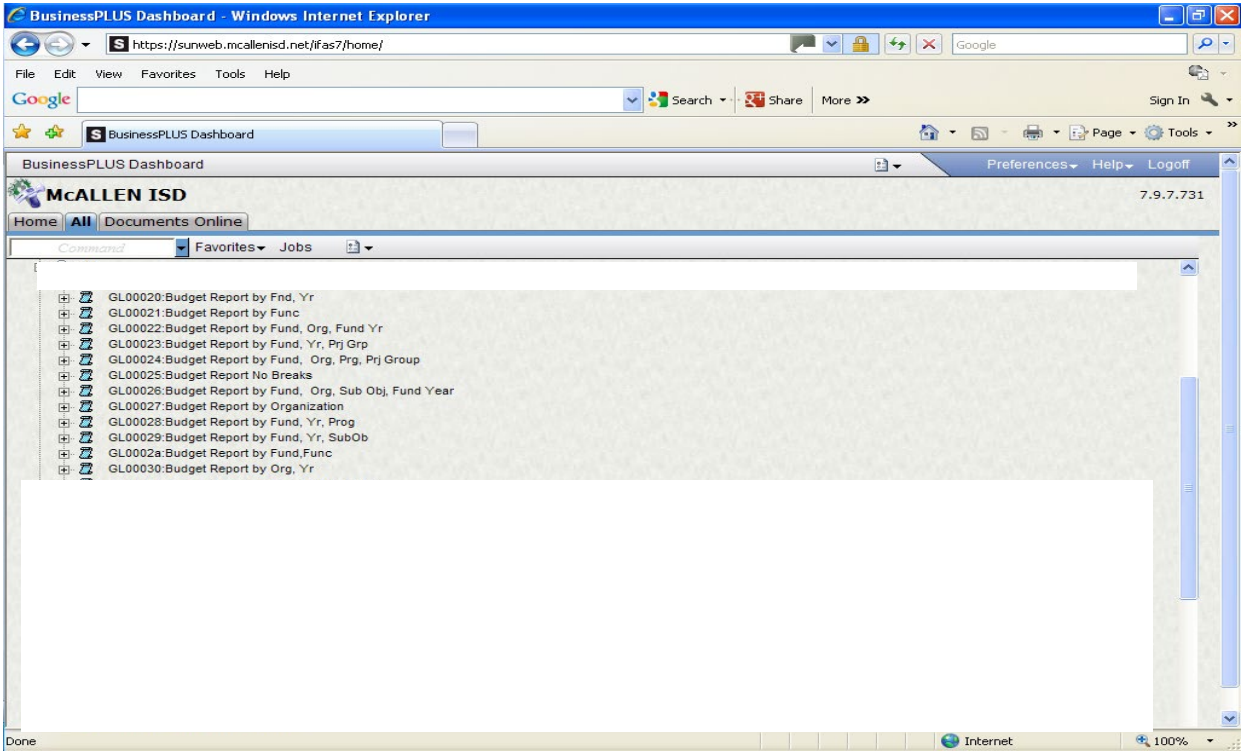
3. Click on Reports



4. Click on GL

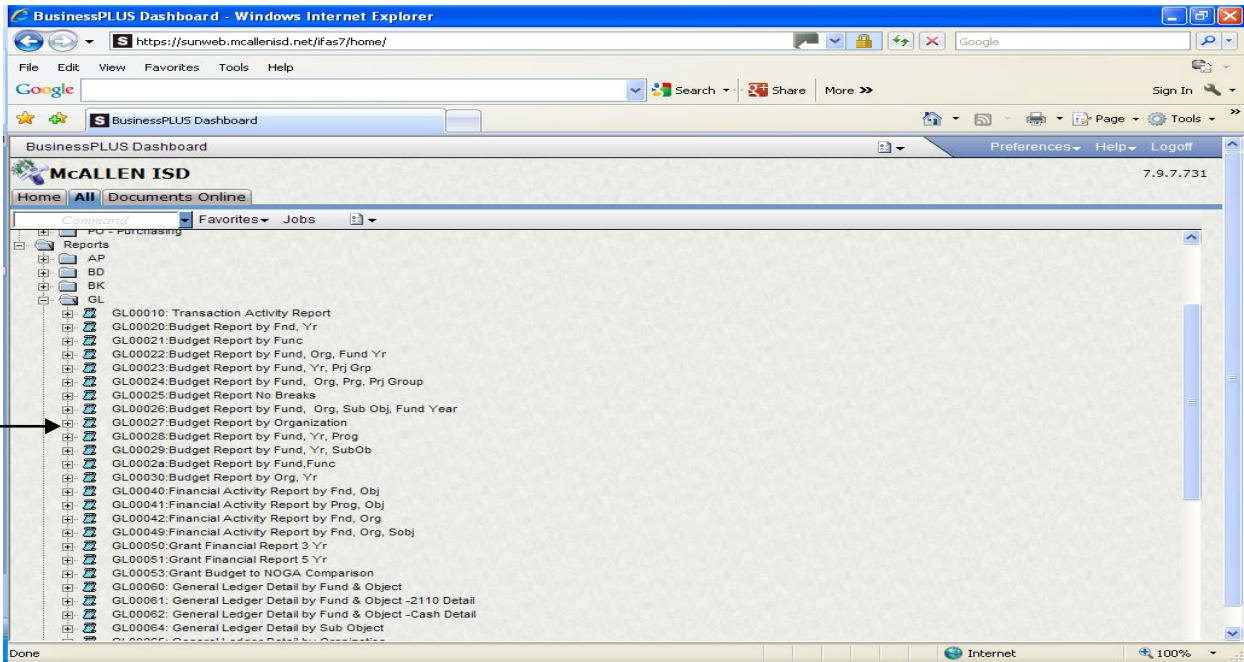


Note: There are several different options to run Detail Reports.

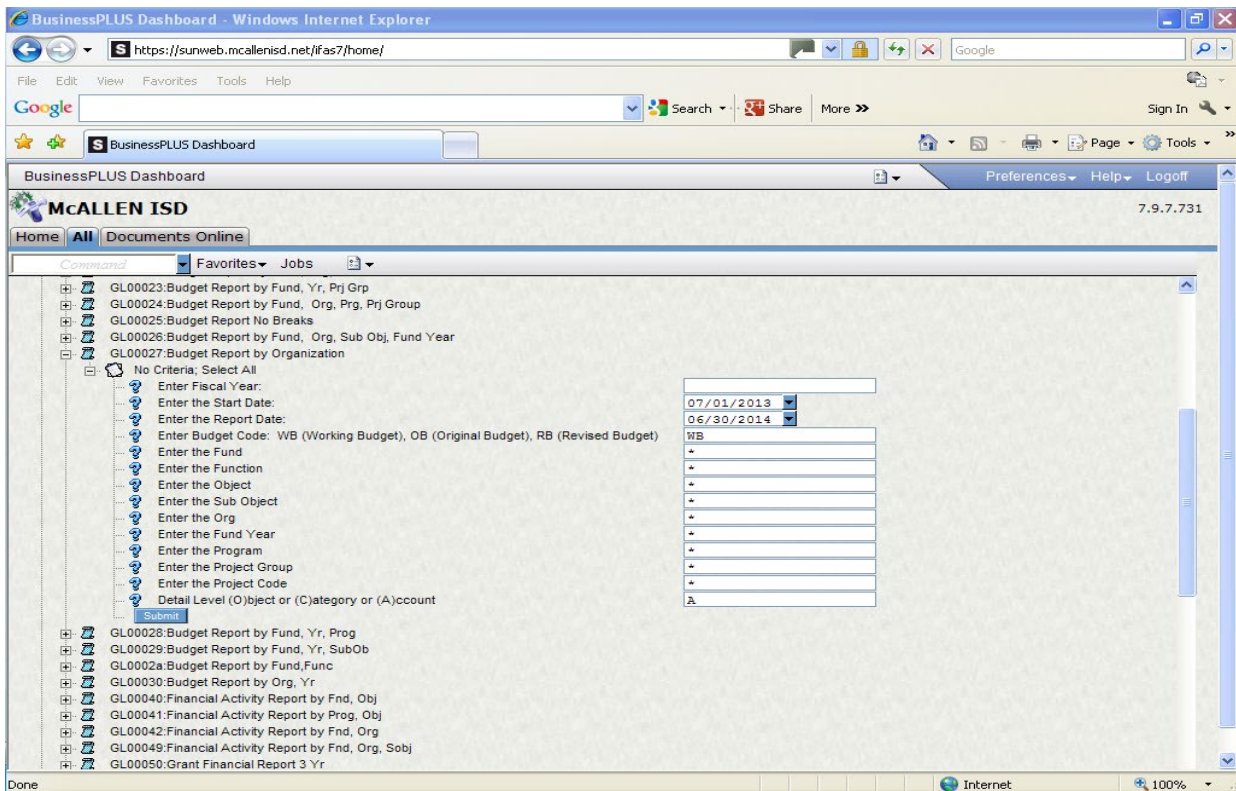


The following is an example of one report to run.

5. Click on  **GL00027: Budget Report by Organization**



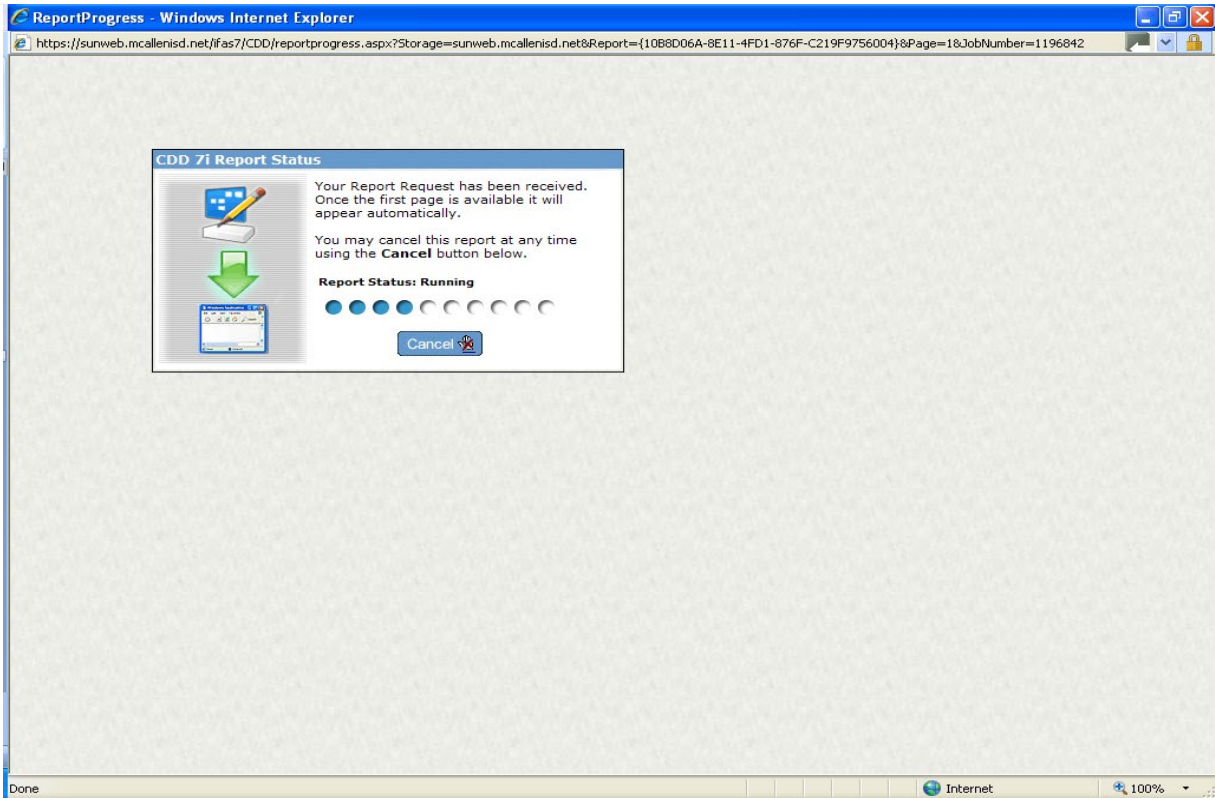
The following screen will appear:



Note: All key parts are available for reporting purposes

6. Enter Fiscal Year
7. Enter the Start Date
8. Enter the Report Date
9. Click on **Enter the Fund**, Press the tab key and type in Fund #
10. Click on **Enter the Org**, Press the tab key and type in Org #
11. Click on **Enter the Project Group**, Press the tab key and type in 18th digit of the account # (Example: 0, A, M, P, T, Z)
12. Detail Level (O) Object = Budget Summary or (C) Category = Budget Summary
(A) Account = Detail
13. Click the **Submit** button.

The following screen will appear:



14. Once the report is ready it will appear automatically. Check the Report Status. If it states (Running) then wait until it disappears before you print the report.

	Working Budget	Received/Expended Period	Year to Date	Encumbered	Balance
199-11-6112-00-101-Y-11-A-00	569.00	540.00	540.00	0.00	29.00
6112 SUBSTITUTES SAL/WAGES	569.00	540.00	540.00	0.00	29.00
199-11-6121-00-101-Y-11-A-00	29.00	1.96	1.96	0.00	27.04
199-23-6121-00-101-Y-99-A-00	827.00	750.26	750.26	0.00	76.74
6121 SUPPORT STAFF ENDUTY OT	856.00	752.22	752.22	0.00	103.78
199-11-6141-00-101-Y-11-A-00	10.00	5.67	5.67	0.00	4.33
199-23-6141-00-101-Y-99-A-00	12.00	10.59	10.59	0.00	1.41
6141 SOCIAL SECURITY/MEDICARE	22.00	16.26	16.26	0.00	5.74
199-11-6143-00-101-Y-11-A-00	5.00	2.39	2.39	0.00	2.61
199-23-6143-00-101-Y-99-A-00	4.00	3.27	3.27	0.00	0.73
6143 WORKERS COMPENSATION	9.00	5.66	5.66	0.00	3.34
199-11-6145-00-101-Y-11-A-00	40.00	3.60	3.60	0.00	36.40
6145 UNEMPLOY COMPENSATION	40.00	3.60	3.60	0.00	36.40
199-11-6146-00-101-Y-11-A-00	1.00	0.01	0.01	0.00	0.99
199-23-6146-00-101-Y-99-A-00	5.00	4.12	4.12	0.00	0.88
6146 TRS	6.00	4.13	4.13	0.00	1.87
199-11-6212-00-101-Y-11-A-00	0.00	0.00	0.00	0.00	0.00
6212 AUDIT SERVICES	0.00	0.00	0.00	0.00	0.00
199-12-6239-L2-101-Y-11-A-00	15.00	15.00	15.00	0.00	0.00
199-23-6239-00-101-Y-99-A-00	1,000.00	1,000.00	1,000.00	0.00	0.00
6239 EDUCATION SERVICE CENTER	1,015.00	1,015.00	1,015.00	0.00	0.00
199-12-6239-L2-101-Y-11-A-00	915.00	914.10	914.10	0.00	0.90

15. Click on the PDF icon



GL00027: Budget Report by Organization - Windows Internet Explorer

https://sunweb.mcallenisd.net/ifs7/CDD/ReportFrame.aspx?Report={41F22A68-245E-4669-8E89-6DC68D7BC648}&Storage=sunweb.mcallenisd.net&Page=1&JobNumber=1196846

Page 1 of 4

Run By: Sandra Pulido
Date/Time: 09/26/2013 13:18:08

McALLEN ISD
Budget Report by Organization
By (A) ccount
7/1/2012 to 6/30/2013
Org: 101 ALVAREZ ELEMENTARY SCHOOL

Page: 1
Report Id: GL00027

Fiscal Yr: 2013
Fund: 199 Func: * Object: * Sub Obj: * Org: 101 Fund Yr: * Prog: * PRJ Grp: A PRJ Cd: *

	Working Budget	Received/Expended Period	Year to Date	Encumbered	Balance
199-11-6112-00-101-Y-11-A-00	569.00	540.00	540.00	0.00	29.00
6112 SUBSTITUTES SAL/WAGES	569.00	540.00	540.00	0.00	29.00
199-11-6121-00-101-Y-11-A-00	29.00	1.96	1.96	0.00	27.04
199-23-6121-00-101-Y-99-A-00	827.00	750.26	750.26	0.00	76.74
6121 SUPPORT STAFF EXDUTY/OT	856.00	752.22	752.22	0.00	103.78
199-11-6141-00-101-Y-11-A-00	10.00	5.67	5.67	0.00	4.33
199-23-6141-00-101-Y-99-A-00	12.00	10.59	10.59	0.00	1.41
6141 SOCIAL SECURITY/MEDICARE	22.00	16.26	16.26	0.00	5.74
199-11-6143-00-101-Y-11-A-00	5.00	2.39	2.39	0.00	2.61
199-23-6143-00-101-Y-99-A-00	4.00	3.27	3.27	0.00	0.73
6143 WORKERS COMPENSATION	9.00	5.66	5.66	0.00	3.34
199-11-6145-00-101-Y-11-A-00	40.00	3.60	3.60	0.00	36.40
6145 UNEMPLOY COMPENSATION	40.00	3.60	3.60	0.00	36.40
199-11-6146-00-101-Y-11-A-00	1.00	0.01	0.01	0.00	0.99
199-23-6146-00-101-Y-99-A-00	5.00	4.12	4.12	0.00	0.88
6146 TRS	6.00	4.13	4.13	0.00	1.87
199-11-6212-00-101-Y-11-A-00	0.00	0.00	0.00	0.00	0.00
6212 AUDIT SERVICES	0.00	0.00	0.00	0.00	0.00
199-12-6239-L2-101-Y-11-A-00	15.00	15.00	15.00	0.00	0.00
199-23-6239-00-101-Y-99-A-00	1,000.00	1,000.00	1,000.00	0.00	0.00
6239 EDUCATION SERVICE CENTER	1,015.00	1,015.00	1,015.00	0.00	0.00
199-12-6749-T2-101-Y-11-A-00	935.00	934.10	934.10	0.00	0.00

16. Click on printer icon and select your printer.

https://sunweb.mcallenisd.net/ifs7/CDD/pdfexport.aspx?Storage=sunweb.mcallenisd.net&Report={41F22A68-245E-4669-8E89-6DC68D7BC648}

File Edit Go To Favorites Help

Google

https://sunweb.mcallenisd.net/ifs7/CDD/pdfexport.aspx?Storage=sunweb.mcallenisd.net&Report={41F22A68-245E-4669-8E89-6DC68D7BC648}

Run By: Sandra Pulido
Date/Time: 09/26/2013 13:18:08

McALLEN ISD
Budget Report by Organization
By (A) ccount
7/1/2012 to 6/30/2013
Org: 101 ALVAREZ ELEMENTARY SCHOOL

Page: 1
Report Id: GL00027

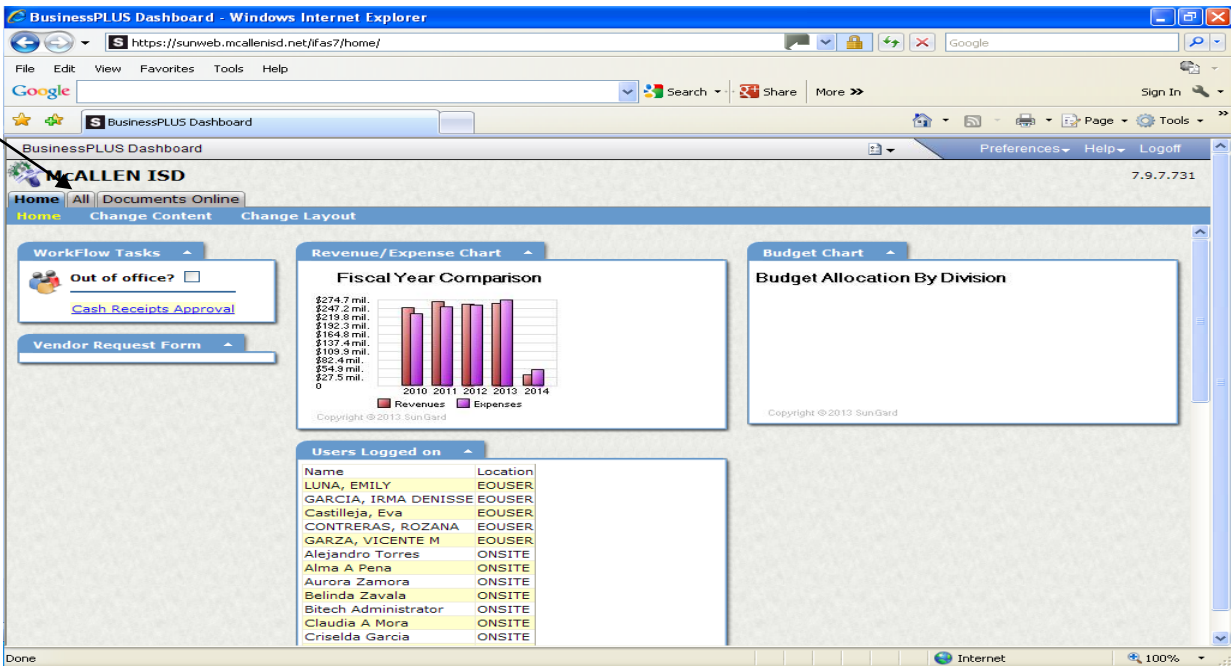
Fiscal Yr: 2013
Fund: 199 Func: * Object: * Sub Obj: * Org: 101 Fund Yr: * Prog: * PRJ Grp: A PRJ Cd: *

	Working Budget	Received/Expended Period	Year to Date	Encumbered	Balance
199-11-6112-00-101-Y-11-A-00	569.00	540.00	540.00	0.00	29.00
6112 SUBSTITUTES SAL/WAGES	569.00	540.00	540.00	0.00	29.00
199-11-6121-00-101-Y-11-A-00	29.00	1.96	1.96	0.00	27.04
199-23-6121-00-101-Y-99-A-00	827.00	750.26	750.26	0.00	76.74
6121 SUPPORT STAFF EXDUTY/OT	856.00	752.22	752.22	0.00	103.78
199-11-6141-00-101-Y-11-A-00	10.00	5.67	5.67	0.00	4.33
199-23-6141-00-101-Y-99-A-00	12.00	10.59	10.59	0.00	1.41
6141 SOCIAL SECURITY/MEDICARE	22.00	16.26	16.26	0.00	5.74
199-11-6143-00-101-Y-11-A-00	5.00	2.39	2.39	0.00	2.61
199-23-6143-00-101-Y-99-A-00	4.00	3.27	3.27	0.00	0.73
6143 WORKERS COMPENSATION	9.00	5.66	5.66	0.00	3.34
199-11-6145-00-101-Y-11-A-00	40.00	3.60	3.60	0.00	36.40
6145 UNEMPLOY COMPENSATION	40.00	3.60	3.60	0.00	36.40
199-11-6146-00-101-Y-11-A-00	1.00	0.01	0.01	0.00	0.99
199-23-6146-00-101-Y-99-A-00	5.00	4.12	4.12	0.00	0.88
6146 TRS	6.00	4.13	4.13	0.00	1.87
199-11-6212-00-101-Y-11-A-00	0.00	0.00	0.00	0.00	0.00
6212 AUDIT SERVICES	0.00	0.00	0.00	0.00	0.00
199-12-6239-L2-101-Y-11-A-00	15.00	15.00	15.00	0.00	0.00
199-23-6239-00-101-Y-99-A-00	1,000.00	1,000.00	1,000.00	0.00	0.00
6239 EDUCATION SERVICE CENTER	1,015.00	1,015.00	1,015.00	0.00	0.00

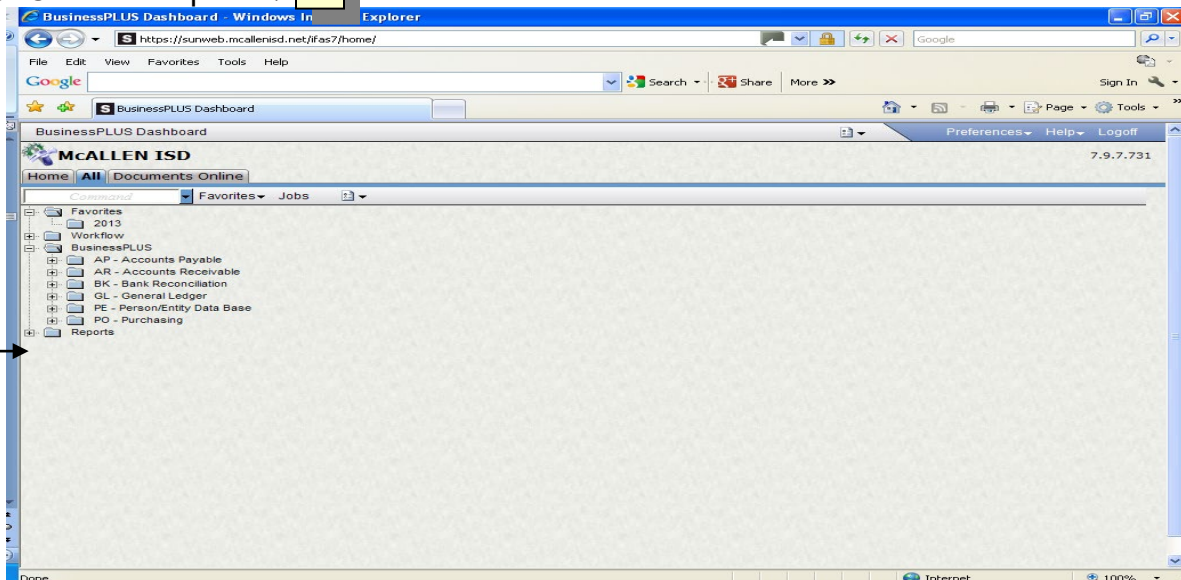
FINANCIAL ACTIVITY REPORT

FINANCIAL ACTIVITY REPORT

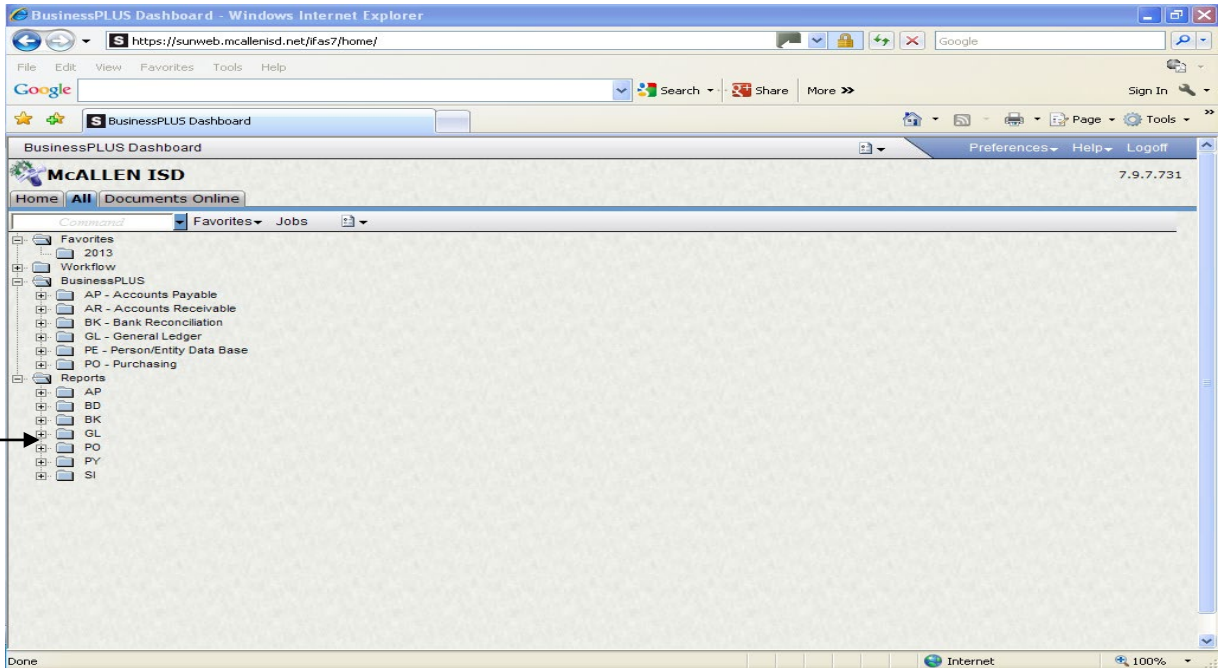
1. On the Internet Browser type this address:
 - a. <https://sunweb.mcallenisd.net/ifa7/home>
 - b. Type your username & password
2. Once you have logged in, click **All**



3. Click on Reports



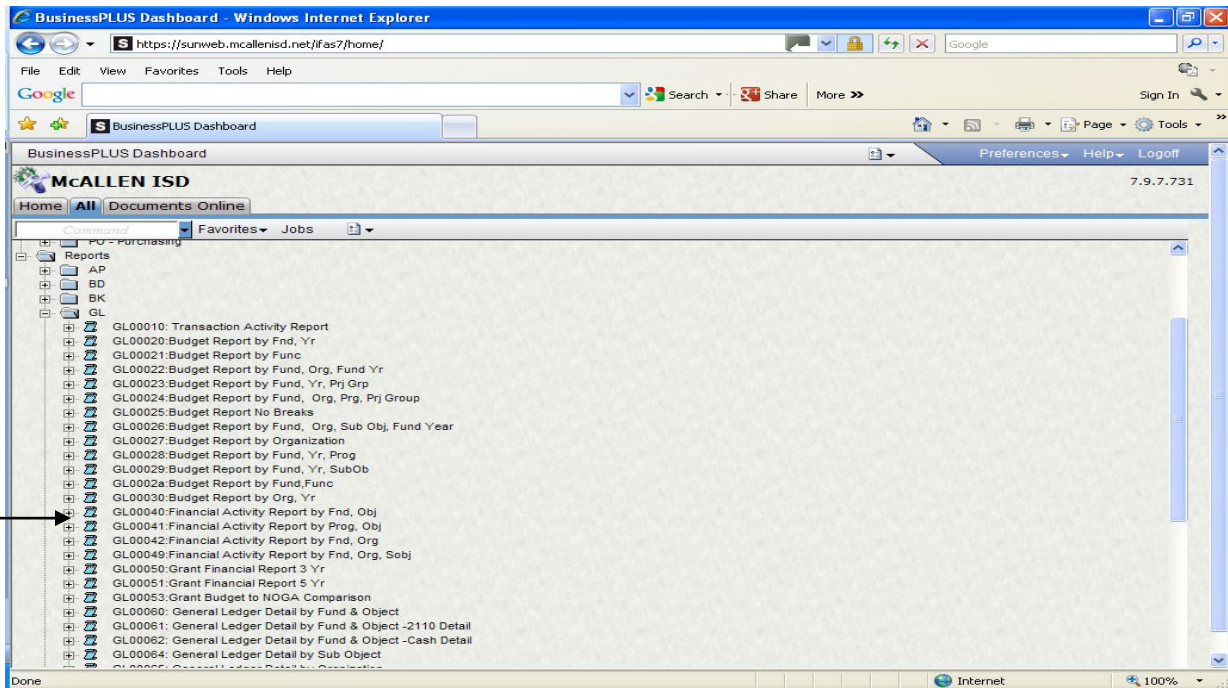
4. Click on GL



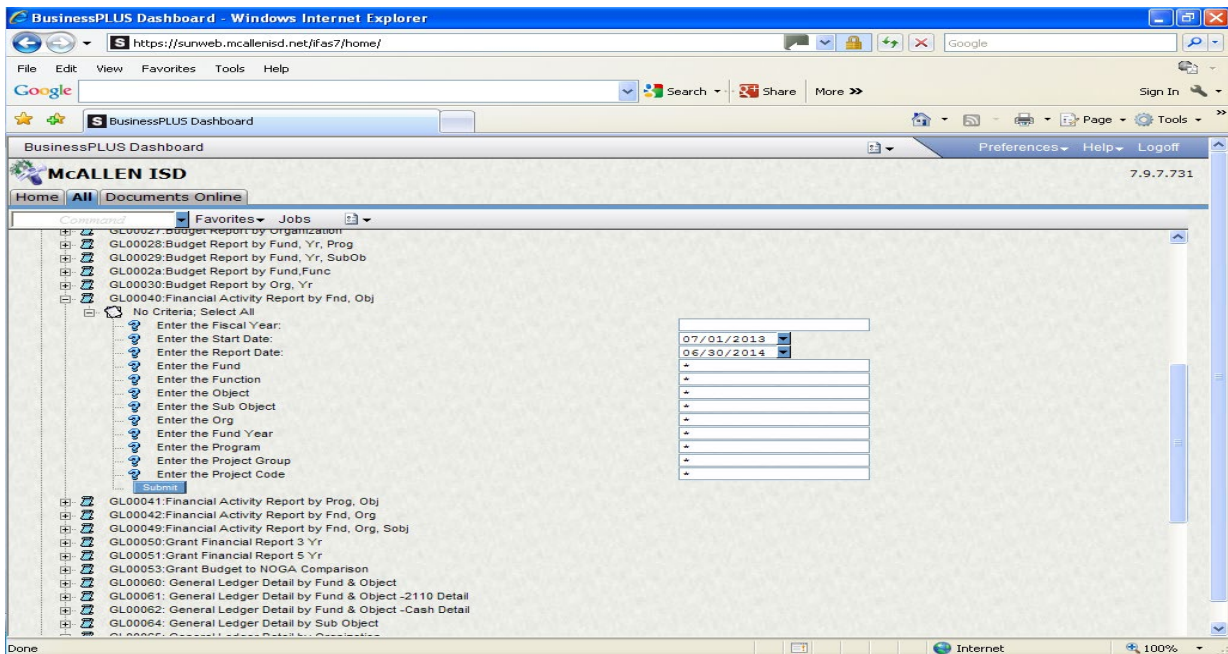
5. Click on



GL00040: Financial Activity Report by Fnd, Obj



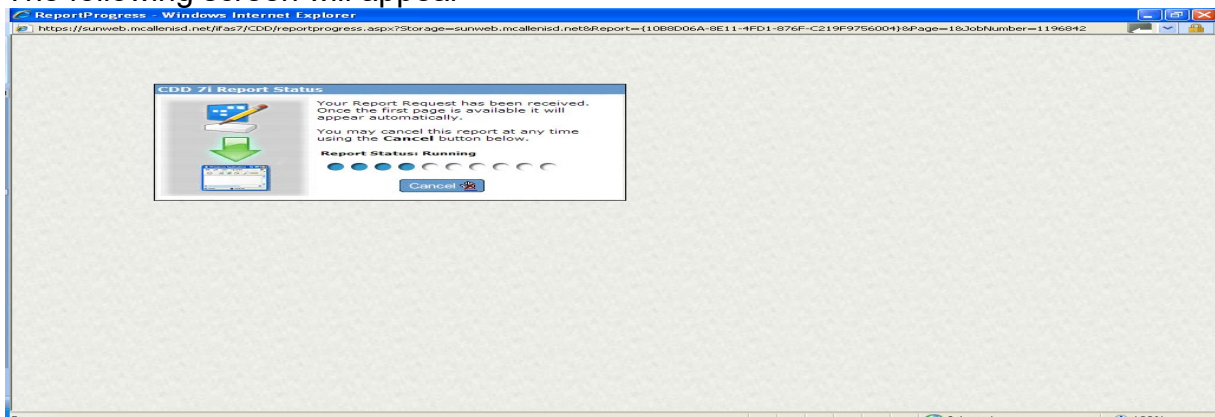
The following screen will appear:



Note: All key parts are available for reporting purposes

6. Enter the Fiscal Year
7. Enter the Start Date
8. Enter the Report Date
9. Click on **Enter the Fund**, Press the tab key and type in Fund #
10. Click on **Enter the Org**, Press the tab key and type in Org #
11. Click on **Enter the Project Group**, Press the tab key and type in 18th digit of the account # (Example: 0, A, M, P, T, Z)
12. Click the **Submit** button

The following screen will appear



13. Once the report is ready it will appear automatically. Check the Report Status. If it states (Running), then wait until it disappears before you print the report.

GL00040: Financial Activity Report by Fnd, Obj - Windows Internet Explorer

https://sunweb.mcallensd.net/ifs7/CDD/ReportFrame.aspx?Report=(7D2DC0E1-A36B-4105-9F8F-745FEA496115)&Storage=sunweb.mcallensd.net&Page=1&JobNumber=1197034

Report Status: Running Page 1 of 3

Run By: Sandra Pulido Date/Time: 09/26/2013 14:28:36

McALLEN ISD
Financial Activity Report by Fund
Fund : 199 GENERAL FUND
7/1/2012 to 6/30/2013

Page: 1 Report Id: GL00040

Fiscal Yr: 2013
Fund: 199 Func: * Object: * Sub Obj: * Org: 001 Fund Yr: * Prog: * PRJ Grp: A PRJ Cd: *

Reference	PO #	Warrant Number	Date		Working Budget	Received/ Expended	Encumbered	Balance
6112 SUBSTITUTES SAL/WAGES								
Balance Forward 07/01/2012					12,000.00	0.00	0.00	12,000.00
199-11-6112-00-001-Y-11-A-00	3	02080DP	10/12/2012	SUBSTITUTE GRS.		420.00		11,580.00
199-11-6112-00-001-Y-11-A-00	3	02120DP	12/07/2012	SUBSTITUTE GRS.		120.00		11,460.00
199-11-6112-00-001-Y-11-A-00	3	02130DP	12/21/2012	SUBSTITUTE GRS.		160.00		11,300.00
199-11-6112-00-001-Y-11-A-00	3	02020DP	01/18/2013	SUBSTITUTE GRS.		100.00		11,200.00
199-11-6112-00-001-Y-11-A-00	3	02040DP	02/15/2013	SUBSTITUTE GRS.		340.00		10,860.00
199-11-6112-00-001-Y-11-A-00	3	02050DP	03/01/2013	SUBSTITUTE GRS.		40.00		10,820.00
199-11-6112-00-001-Y-11-A-00	BU	BU00025645	03/01/2013	PURCHASE PAPER/POSTAGE	-5,000.00	0.00		5,820.00
199-11-6112-00-001-Y-11-A-00	BU	BU00025869	03/02/2013	PURCHASE LAPTOP	-600.00	0.00		5,220.00
199-11-6112-00-001-Y-11-A-00	3	02070DP	03/29/2013	SUBSTITUTE GRS.		1,010.00		4,210.00
199-11-6112-00-001-Y-11-A-00	3	02080DP	04/12/2013	SUBSTITUTE GRS.		390.00		3,820.00
199-11-6112-00-001-Y-11-A-00	BU	BU00027169D	04/23/2013	TRANSFER TO FUND BALANCE	-1,500.00	0.00		2,320.00
199-11-6112-00-001-Y-11-A-00	3	02090DP	04/26/2013	SUBSTITUTE GRS.		390.00		1,930.00
199-11-6112-00-001-Y-11-A-00	3	02100DP	05/10/2013	SUBSTITUTE GRS.		200.00		1,730.00
199-11-6112-00-001-Y-11-A-00	3	02120DP	06/07/2013	SUBSTITUTE GRS.		200.00		1,530.00
Ending Balance 06/30/2013					4,900.00	3,370.00	0.00	1,530.00
6121 SUPPORT STAFF EXDUTY/OT								
Balance Forward 07/01/2012					1,500.00	0.00	0.00	1,500.00
199-23-6121-00-001-Y-99-A-00	3	01081DP	08/27/2012	O/T&T TC HREXT DUT GRS.		10.09		1,489.91
199-12-6121-00-001-Y-11-A-00	3	01091DP	09/25/2012	O/T&T TC HREXT DUT GRS.		12.19		1,477.72
199-23-6121-00-001-Y-99-A-00	3	01091DP	09/25/2012	O/T&T TC HREXT DUT GRS.		1.94		1,475.78
199-23-6121-00-001-Y-99-A-00	3	01101DP	10/25/2012	O/T&T TC HREXT DUT GRS.		6.02		1,469.76
199-23-6121-00-001-Y-99-A-00	3	01111DP	11/15/2012	O/T&T TC HREXT DUT GRS.		15.62		1,454.14

14. Click on the PDF icon



GL00040: Financial Activity Report by Fnd, Obj - Windows Internet Explorer

https://sunweb.mcallensd.net/ifs7/CDD/ReportFrame.aspx?Storage=sunweb.mcallensd.net&Report=(7D2DC0E1-A36B-4105-9F8F-745FEA496115)&Page=1

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Run By: Sandra Pulido Date/Time: 09/26/2013 14:28:36

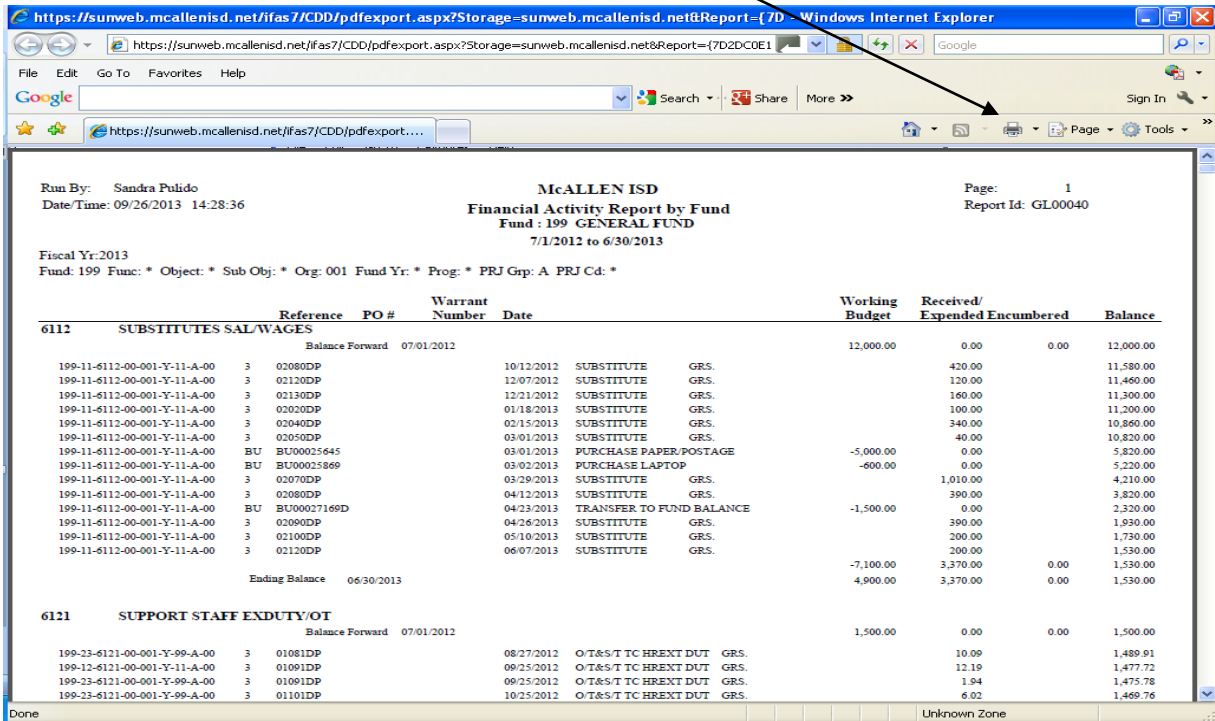
McALLEN ISD
Financial Activity Report by Fund
Fund : 199 GENERAL FUND
7/1/2012 to 6/30/2013

Page: 1 Report Id: GL00040

Fiscal Yr: 2013
Fund: 199 Func: * Object: * Sub Obj: * Org: 001 Fund Yr: * Prog: * PRJ Grp: A PRJ Cd: *

Reference	PO #	Warrant Number	Date		Working Budget	Received/ Expended	Encumbered	Balance
6112 SUBSTITUTES SAL/WAGES								
Balance Forward 07/01/2012					12,000.00	0.00	0.00	12,000.00
199-11-6112-00-001-Y-11-A-00	3	02080DP	10/12/2012	SUBSTITUTE GRS.		420.00		11,580.00
199-11-6112-00-001-Y-11-A-00	3	02120DP	12/07/2012	SUBSTITUTE GRS.		120.00		11,460.00
199-11-6112-00-001-Y-11-A-00	3	02130DP	12/21/2012	SUBSTITUTE GRS.		160.00		11,300.00
199-11-6112-00-001-Y-11-A-00	3	02040DP	01/18/2013	SUBSTITUTE GRS.		100.00		11,200.00
199-11-6112-00-001-Y-11-A-00	3	02040DP	02/15/2013	SUBSTITUTE GRS.		340.00		10,860.00
199-11-6112-00-001-Y-11-A-00	3	02050DP	03/01/2013	SUBSTITUTE GRS.		40.00		10,820.00
199-11-6112-00-001-Y-11-A-00	BU	BU00025645	03/01/2013	PURCHASE PAPER/POSTAGE	-5,000.00	0.00		5,820.00
199-11-6112-00-001-Y-11-A-00	BU	BU00025869	03/02/2013	PURCHASE LAPTOP	-600.00	0.00		5,220.00
199-11-6112-00-001-Y-11-A-00	3	02070DP	03/29/2013	SUBSTITUTE GRS.		1,010.00		4,210.00
199-11-6112-00-001-Y-11-A-00	3	02080DP	04/12/2013	SUBSTITUTE GRS.		390.00		3,820.00
199-11-6112-00-001-Y-11-A-00	BU	BU00027169D	04/23/2013	TRANSFER TO FUND BALANCE	-1,500.00	0.00		2,320.00
199-11-6112-00-001-Y-11-A-00	3	02090DP	04/26/2013	SUBSTITUTE GRS.		390.00		1,930.00
199-11-6112-00-001-Y-11-A-00	3	02100DP	05/10/2013	SUBSTITUTE GRS.		200.00		1,730.00
199-11-6112-00-001-Y-11-A-00	3	02120DP	06/07/2013	SUBSTITUTE GRS.		200.00		1,530.00
Ending Balance 06/30/2013					4,900.00	3,370.00	0.00	1,530.00
6121 SUPPORT STAFF EXDUTY/OT								
Balance Forward 07/01/2012					1,500.00	0.00	0.00	1,500.00
199-23-6121-00-001-Y-99-A-00	3	01081DP	08/27/2012	O/T&T TC HREXT DUT GRS.		10.09		1,489.91
199-12-6121-00-001-Y-11-A-00	3	01091DP	09/25/2012	O/T&T TC HREXT DUT GRS.		12.19		1,477.72
199-23-6121-00-001-Y-99-A-00	3	01091DP	09/25/2012	O/T&T TC HREXT DUT GRS.		1.94		1,475.78
199-23-6121-00-001-Y-99-A-00	3	01101DP	10/25/2012	O/T&T TC HREXT DUT GRS.		6.02		1,469.76
199-23-6121-00-001-Y-99-A-00	3	01111DP	11/15/2012	O/T&T TC HREXT DUT GRS.		15.62		1,454.14

15. Click printer icon  and select your printer.



Run By: Sandra Pulido
Date/Time: 09/26/2013 14:28:36

McALLEN ISD
Financial Activity Report by Fund
Fund : 199 GENERAL FUND
7/1/2012 to 6/30/2013

Page: 1
Report Id: GL00040

Fiscal Yr: 2013
Fund: 199 Func: * Object: * Sub Obj: * Org: 001 Fund Yr: * Prog: * PRJ Grp: A PRJ Cd: *

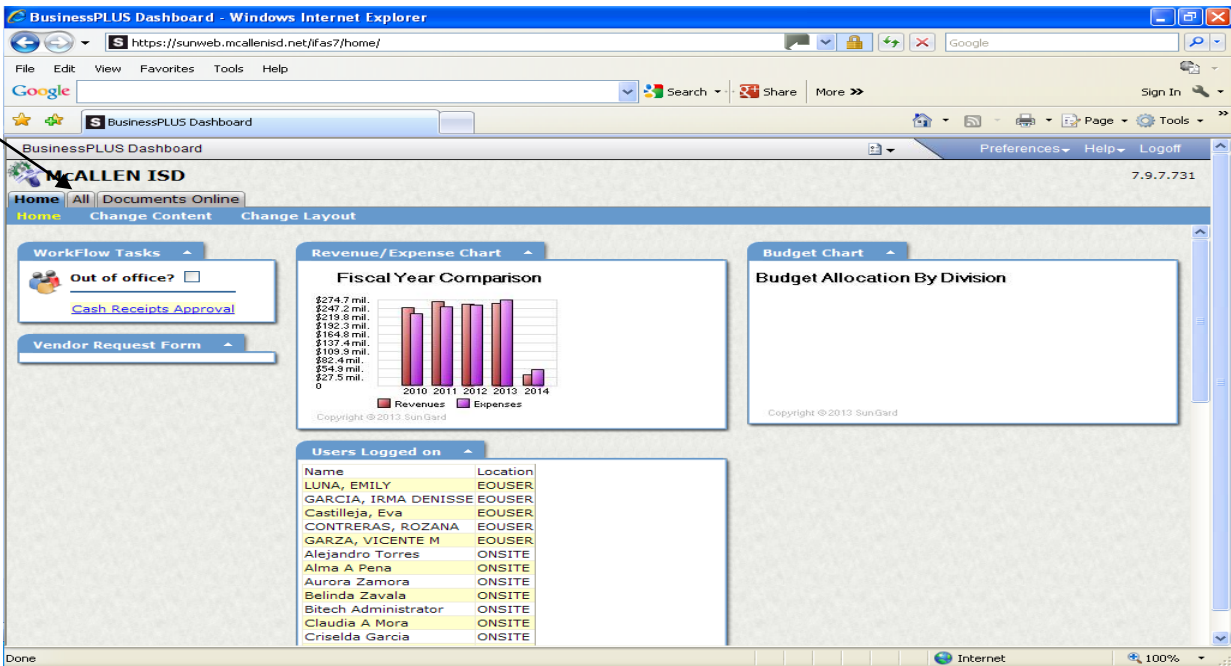
Reference	PO #	Warrant Number	Date		Working Budget	Received/ Expended	Encumbered	Balance
6112 SUBSTITUTES SAL/WAGES								
Balance Forward 07/01/2012					12,000.00	0.00	0.00	12,000.00
199-11-6112-00-001-Y-11-A-00	3	02080DP	10/12/2012	SUBSTITUTE GRS.		420.00		11,580.00
199-11-6112-00-001-Y-11-A-00	3	02120DP	12/07/2012	SUBSTITUTE GRS.		120.00		11,460.00
199-11-6112-00-001-Y-11-A-00	3	02130DP	12/21/2012	SUBSTITUTE GRS.		140.00		11,300.00
199-11-6112-00-001-Y-11-A-00	3	02020DP	01/18/2013	SUBSTITUTE GRS.		100.00		11,200.00
199-11-6112-00-001-Y-11-A-00	3	02040DP	02/15/2013	SUBSTITUTE GRS.		340.00		10,860.00
199-11-6112-00-001-Y-11-A-00	3	02050DP	03/01/2013	SUBSTITUTE GRS.		40.00		10,820.00
199-11-6112-00-001-Y-11-A-00	BU	BU00025645	03/01/2013	PURCHASE PAPER/POSTAGE	-5,000.00	0.00		5,820.00
199-11-6112-00-001-Y-11-A-00	BU	BU00025869	03/02/2013	PURCHASE LAPTOP	-600.00	0.00		5,220.00
199-11-6112-00-001-Y-11-A-00	3	02070DP	03/29/2013	SUBSTITUTE GRS.		1,010.00		4,210.00
199-11-6112-00-001-Y-11-A-00	3	02080DP	04/12/2013	SUBSTITUTE GRS.		390.00		3,820.00
199-11-6112-00-001-Y-11-A-00	BU	BU00027169D	04/23/2013	TRANSFER TO FUND BALANCE	-1,500.00	0.00		2,320.00
199-11-6112-00-001-Y-11-A-00	3	02090DP	04/26/2013	SUBSTITUTE GRS.		390.00		1,930.00
199-11-6112-00-001-Y-11-A-00	3	02100DP	05/10/2013	SUBSTITUTE GRS.		200.00		1,730.00
199-11-6112-00-001-Y-11-A-00	3	02120DP	06/07/2013	SUBSTITUTE GRS.		200.00		1,530.00
Ending Balance 06/30/2013					-7,100.00	3,370.00	0.00	1,530.00
					4,900.00	3,370.00	0.00	1,530.00
6121 SUPPORT STAFF EXDUTY/OT								
Balance Forward 07/01/2012					1,500.00	0.00	0.00	1,500.00
199-23-6121-00-001-Y-99-A-00	3	01081DP	08/27/2012	O T&S T TC HREXT DUT GRS.		10.00		1,489.91
199-23-6121-00-001-Y-11-A-00	3	01091DP	09/25/2012	O T&S T TC HREXT DUT GRS.		12.19		1,477.72
199-23-6121-00-001-Y-99-A-00	3	01091DP	09/25/2012	O T&S T TC HREXT DUT GRS.		1.84		1,475.78
199-23-6121-00-001-Y-99-A-00	3	01101DP	10/25/2012	O T&S T TC HREXT DUT GRS.		6.02		1,469.76

Done Unknown Zone

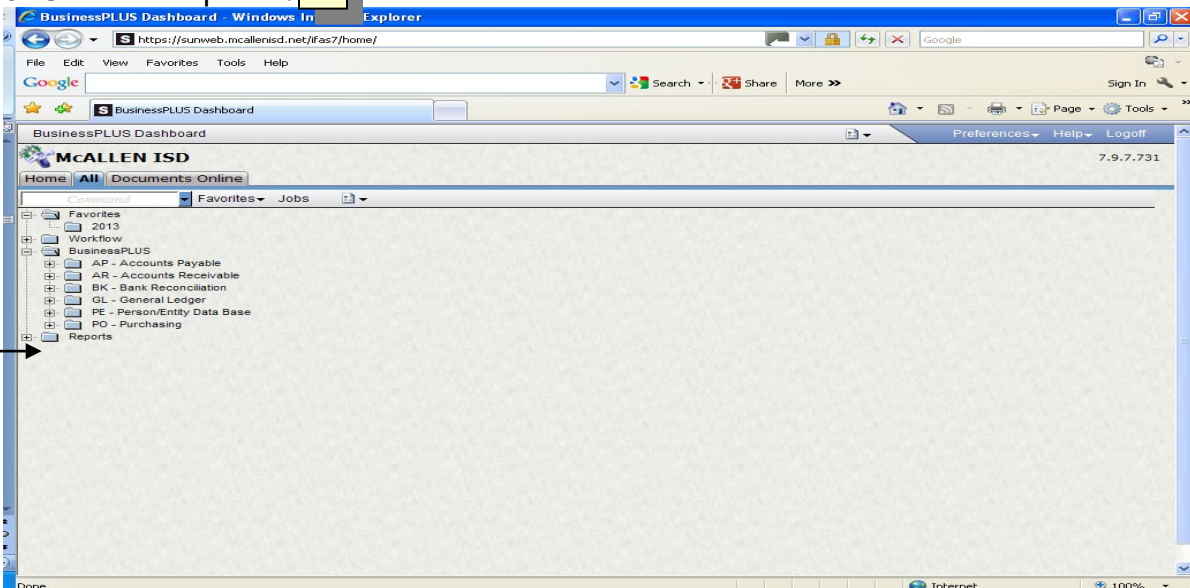
Open Purchase Order Report

OPEN PURCHASE ORDER REPORT

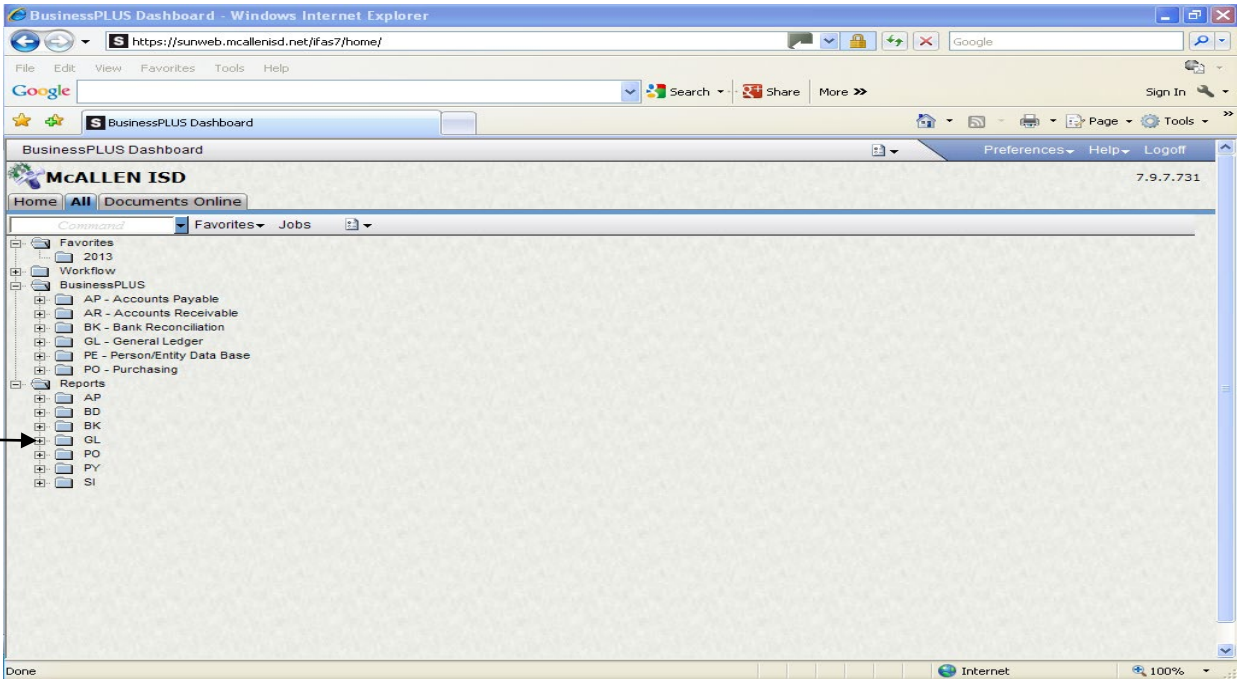
1. On the Internet Browser type this address:
 - a. <https://sunweb.mcallenisd.net/ifa7/home>
 - b. Type your username & password
2. Once you have logged in, click **All**



3. Click on Reports



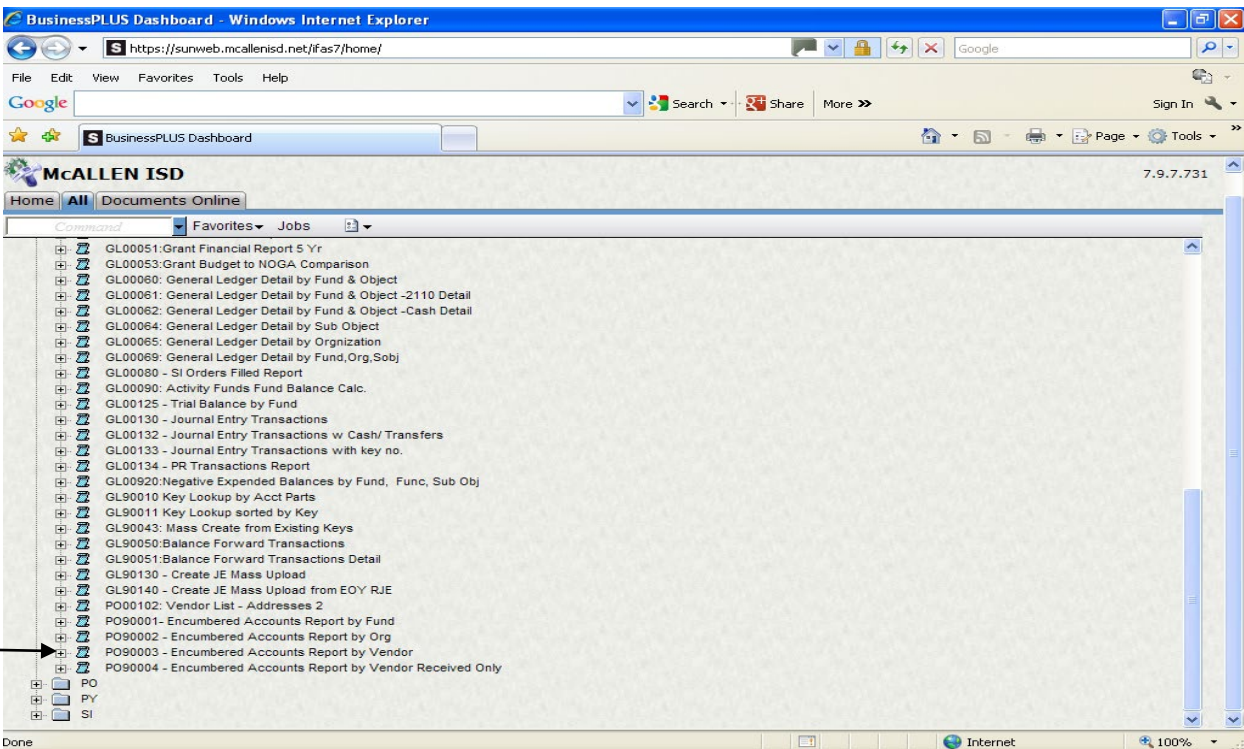
4. Click on GL



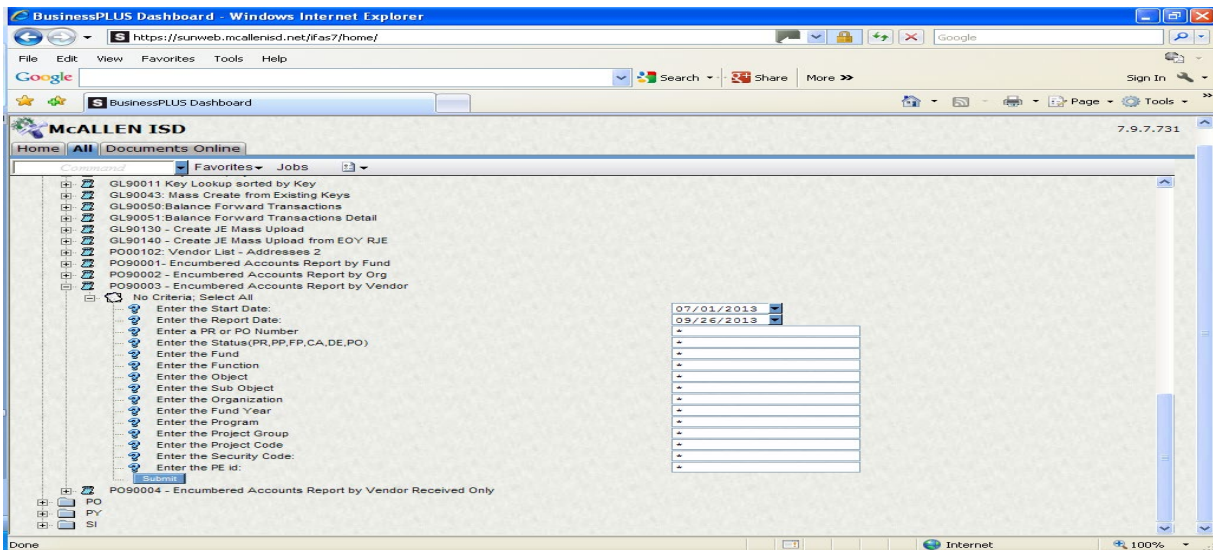
5. Click on



PO9003 Encumbered Accounts Report by Vendor

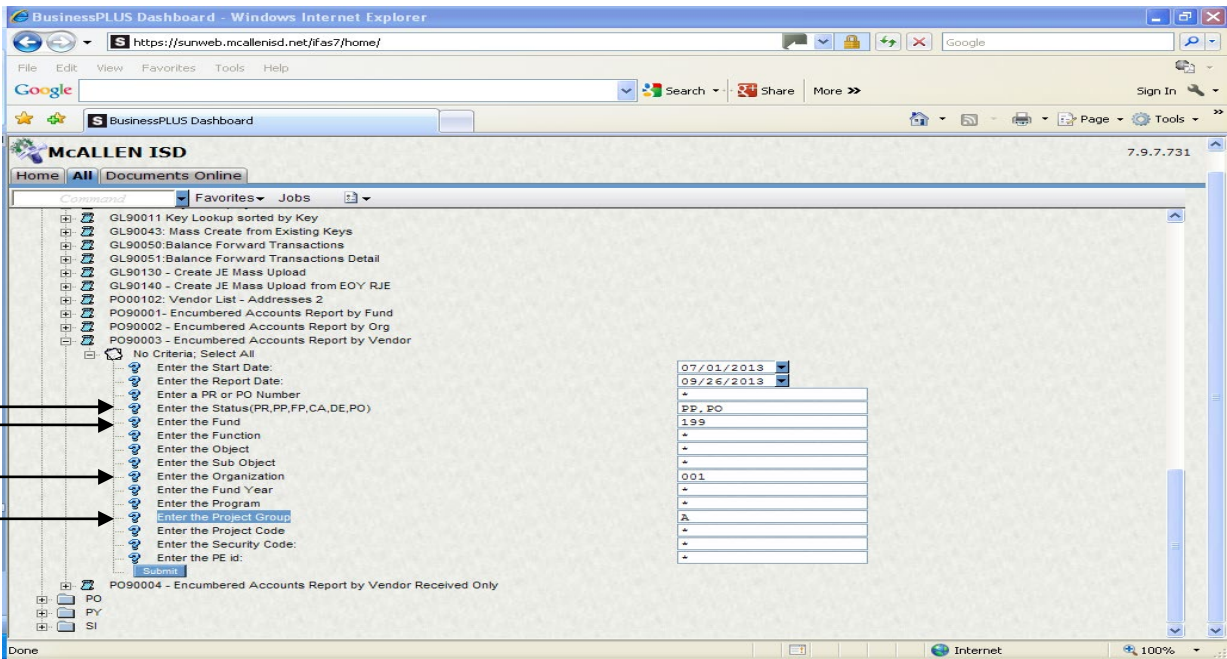


The following screen will appear:

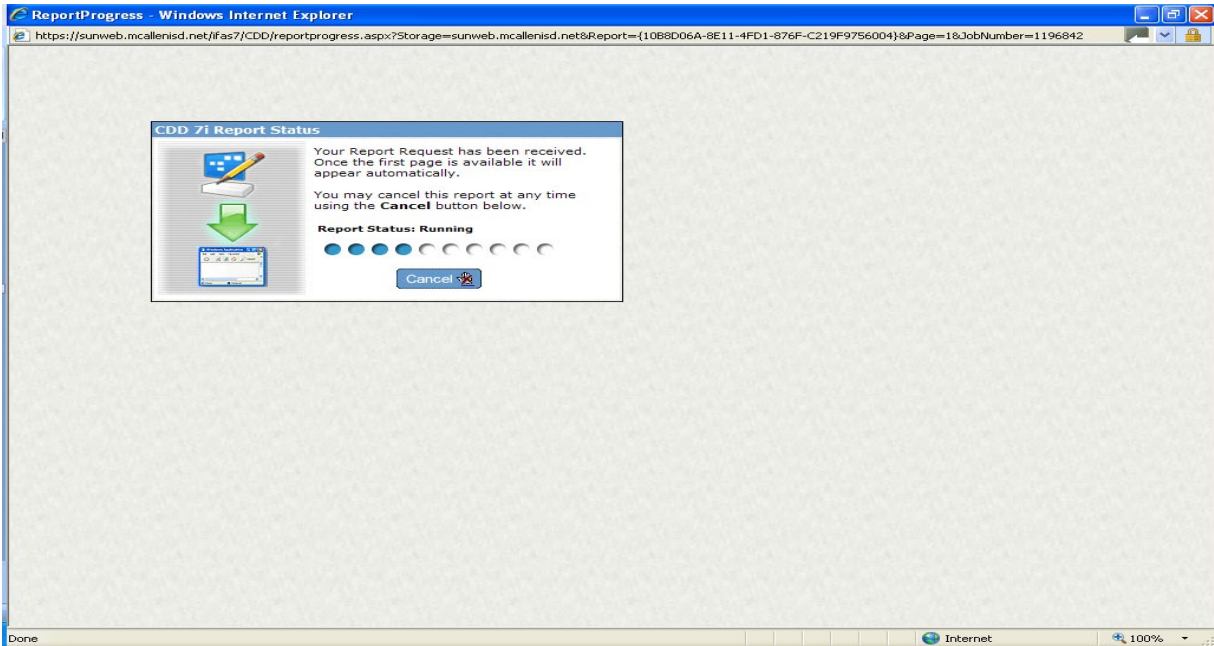


Note: All key parts are available for reporting purposes

6. Enter the Start Date
7. Enter the Report Date
8. Click on **Enter the Status** Press the tab key and type in **(PP,PO)**
9. Click on **Enter the Fund**, Press the tab key and type in Fund #
10. Click on **Enter the Org**, Press the tab key and type in Org #
11. Click on **Enter the Project Group**, Press the tab key and type in 18th digit of account # (Example: 0, A, M, P, T, Z)



12. Click the **Submit** button. The following screen will appear:



13. Once the report is ready it will appear automatically. Check the Report Status. If it states (Running) then wait until it disappears before you print the report.

PO90003 - Encumbered Accounts Report by Vendor - Windows Internet Explorer

https://sunweb.mcallensid.net/ifa57/CDD/ReportFrame.aspx?Report={3A257718-C1CB-40C2-A363-CE9B2195B4EB}&Storage=sunweb.mcallensid.net&Page=1&JobNumber=1197189

PO90003 - Encumbered Accounts Report by Vendor Report Status: Running Page 1 of 1

Run By: Sandra Pulido Date/Time: 09/26/2013 15:11:57

McALLEN ISD Encumbered Accounts Report by Vendor FROM 7/1/2013 TO 9/26/2013

Page: 1 Report Id: PO90003

Fund: 199 Func: * Object: * Sub Obj: * Org: 001 Fund Yr: * Prog: * PRJ Grp: A PRJ Cd: *

PR Number_PO Number_PE ID	Vendor Name	Status	Print Date	Receive Date	Account	Original Amount	Paid Amount	Encumbrance Remaini
R1401046 P1402982 V0401042	3M INC	PO	08/30/2013		199-12-6249-L2-001-Y-11-A-00	1,484.00	0.00	1,484
						Total	1,484.00	1,484
						Total Vendor	1,484.00	1,484
R1403075 P1402521 V0000196	AUDIO VISUAL AIDS CORP	PO	08/27/2013		199-11-6249-00-001-Y-11-A-00	125.00	0.00	125
R1403075 P1402521 V0000196	AUDIO VISUAL AIDS CORP	PO	08/27/2013		199-11-6399-00-001-Y-11-A-00	261.00	0.00	261
						Total	386.00	386
R1405971 P1405124 V0000196	AUDIO VISUAL AIDS CORP	PO	09/19/2013		199-11-6399-00-001-Y-11-A-00	3,622.00	0.00	3,622
						Total	3,622.00	3,622
R1405973 P1405125 V0000196	AUDIO VISUAL AIDS CORP	PO	09/19/2013		199-11-6399-00-001-Y-11-A-00	1,560.00	0.00	1,560
						Total	1,560.00	1,560
						Total Vendor	5,568.00	5,568
R1404072 P1403532 V0102676	DELL MARKETING LP	PO	09/04/2013		199-23-6399-00-001-Y-99-A-00	106.69	0.00	106
						Total	106.69	106
R1405977 P1405126 V0102676	DELL MARKETING LP	PO	09/19/2013		199-11-6399-00-001-Y-11-A-00	1,854.16	0.00	1,854
						Total	1,854.16	1,854
R1405981 P1405127 V0102676	DELL MARKETING LP	PO	09/19/2013		199-23-6399-00-001-Y-99-A-00	1,485.24	0.00	1,485
						Total	1,485.24	1,485
						Total Vendor	3,446.09	3,446
R1404658 P1404413 V1000292	EBS CO INFORMATION SERVICES	PO	09/13/2013		199-12-6329-L2-001-Y-11-A-00	1,476.20	0.00	1,476

14. Click on the PDF icon

PO90003 - Encumbered Accounts Report by Vendor - Windows Internet Explorer

https://sunweb.mcallensid.net/ifa57/CDD/ReportFrame.aspx?Report={3A257718-C1CB-40C2-A363-CE9B2195B4EB}&Storage=sunweb.mcallensid.net&Page=1&JobNumber=1197189

PO90003 - Encumbered Accounts Report by Vendor Page 1 of 4

Run By: Sandra Pulido Date/Time: 09/26/2013 15:11:57

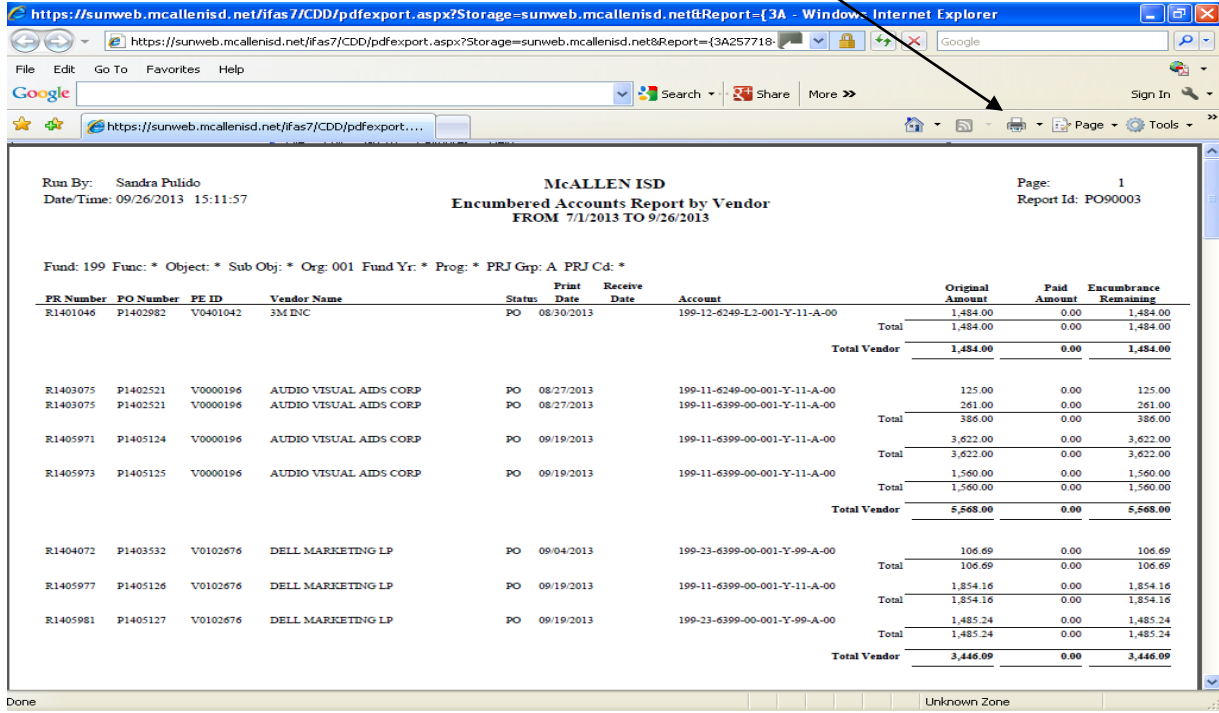
McALLEN ISD Encumbered Accounts Report by Vendor FROM 7/1/2013 TO 9/26/2013

Page: 1 Report Id: PO90003

Fund: 199 Func: * Object: * Sub Obj: * Org: 001 Fund Yr: * Prog: * PRJ Grp: A PRJ Cd: *

PR Number_PO Number_PE ID	Vendor Name	Status	Print Date	Receive Date	Account	Original Amount	Paid Amount	Encumbrance Remaini
R1401046 P1402982 V0401042	3M INC	PO	08/30/2013		199-12-6249-L2-001-Y-11-A-00	1,484.00	0.00	1,484
						Total	1,484.00	1,484
						Total Vendor	1,484.00	1,484
R1403075 P1402521 V0000196	AUDIO VISUAL AIDS CORP	PO	08/27/2013		199-11-6249-00-001-Y-11-A-00	125.00	0.00	125
R1403075 P1402521 V0000196	AUDIO VISUAL AIDS CORP	PO	08/27/2013		199-11-6399-00-001-Y-11-A-00	261.00	0.00	261
						Total	386.00	386
R1405971 P1405124 V0000196	AUDIO VISUAL AIDS CORP	PO	09/19/2013		199-11-6399-00-001-Y-11-A-00	3,622.00	0.00	3,622
						Total	3,622.00	3,622
R1405973 P1405125 V0000196	AUDIO VISUAL AIDS CORP	PO	09/19/2013		199-11-6399-00-001-Y-11-A-00	1,560.00	0.00	1,560
						Total	1,560.00	1,560
						Total Vendor	5,568.00	5,568
R1404072 P1403532 V0102676	DELL MARKETING LP	PO	09/04/2013		199-23-6399-00-001-Y-99-A-00	106.69	0.00	106
						Total	106.69	106
R1405977 P1405126 V0102676	DELL MARKETING LP	PO	09/19/2013		199-11-6399-00-001-Y-11-A-00	1,854.16	0.00	1,854
						Total	1,854.16	1,854
R1405981 P1405127 V0102676	DELL MARKETING LP	PO	09/19/2013		199-23-6399-00-001-Y-99-A-00	1,485.24	0.00	1,485
						Total	1,485.24	1,485
						Total Vendor	3,446.09	3,446
R1404658 P1404413 V1000292	EBS CO INFORMATION SERVICES	PO	09/13/2013		199-12-6329-L2-001-Y-11-A-00	1,476.20	0.00	1,476

15. Click on the printer icon  and select your printer.



Run By: Sandra Pulido
Date/Time: 09/26/2013 15:11:57

McALLEN ISD
Encumbered Accounts Report by Vendor
FROM 7/1/2013 TO 9/26/2013

Page: 1
Report Id: PO90003

Fund: 199 Func: * Object: * Sub Obj: * Org: 001 Fund Yr: * Prog: * PRJ Grp: A PRJ Cd: *

PR Number	PO Number	PE ID	Vendor Name	Status	Print Date	Receive Date	Account	Original Amount	Paid Amount	Encumbrance Remaining	
R1401046	P1402982	V0401042	3M ENC	PO	08/30/2013		199-12-6249-L2-001-Y-11-A-00	1,484.00	0.00	1,484.00	
								Total	1,484.00	0.00	1,484.00
								Total Vendor	1,484.00	0.00	1,484.00
R1403075	P1402521	V0000196	AUDIO VISUAL AIDS CORP	PO	08/27/2013		199-11-6249-00-001-Y-11-A-00	125.00	0.00	125.00	
R1403075	P1402521	V0000196	AUDIO VISUAL AIDS CORP	PO	08/27/2013		199-11-6399-00-001-Y-11-A-00	261.00	0.00	261.00	
								Total	386.00	0.00	386.00
R1405971	P1405124	V0000196	AUDIO VISUAL AIDS CORP	PO	09/19/2013		199-11-6399-00-001-Y-11-A-00	3,622.00	0.00	3,622.00	
								Total	3,622.00	0.00	3,622.00
R1405973	P1405125	V0000196	AUDIO VISUAL AIDS CORP	PO	09/19/2013		199-11-6399-00-001-Y-11-A-00	1,560.00	0.00	1,560.00	
								Total	1,560.00	0.00	1,560.00
								Total Vendor	5,568.00	0.00	5,568.00
R1404072	P1403532	V0102676	DELL MARKETING LP	PO	09/04/2013		199-23-6399-00-001-Y-99-A-00	106.69	0.00	106.69	
								Total	106.69	0.00	106.69
R1405977	P1405126	V0102676	DELL MARKETING LP	PO	09/19/2013		199-11-6399-00-001-Y-11-A-00	1,854.16	0.00	1,854.16	
								Total	1,854.16	0.00	1,854.16
R1405981	P1405127	V0102676	DELL MARKETING LP	PO	09/19/2013		199-23-6399-00-001-Y-99-A-00	1,485.24	0.00	1,485.24	
								Total	1,485.24	0.00	1,485.24
								Total Vendor	3,446.09	0.00	3,446.09