# Chapter 10:
# Budget Projections

## In This Chapter

# *Introduction*

Budget projections allow you to analyze your District's current salary and benefits cost, and project future costs. The selection criteria for a projection can be defined broadly or in great detail. You can:

- Project the cost of a single percentage increase for all employees.
- Project the cost of a varied pattern of salary increases for different groups of employees.
- Project costs by account subsets.

There are three projection programs:

- **Salary Projection Report** (PPS302) - Projects salaries for selected employees and open positions.

- **Benefits Projection Report** (PPS400) - Projects benefits for selected employees and open positions.

- **Projection Scattergram Report** (PPS200) - Projects salary and benefit costs by Salary Schedule Step/Range.

Before running budget projections, you should:

1. Set up the Personnel System and complete the required Employee Maintenance (PP0002) Screens for each employee. (See the *Personnel System Manual* for details.)

2. Set up your financial accounting information so that you can distribute costs to the proper accounts. (See the *Core Financial Manuals* for details.)

3. Define the Master Files used for Position Control as described in *Chapter 5* of this manual.

4. Create the Work Calendars and Benefits Tables for the Salary Schedules to which positions will be assigned as described in *Chapter 6* and *Chapter 7* of this manual.

5. Create the Salary Schedules to which positions will be assigned as described in *Chapter 7* of this manual.

6. Define the positions to which employees will be assigned as described in *Chapter 8* of this manual.

7. Assign employees to authorized positions as described in *Chapter 9* of this manual.

# Salary Projection Report (PPS302)

## Introduction

Use the Salary Projection Report to project salary costs for all employees or selected employees. The projection can be defined broadly or in great detail.

The selection criteria screens will vary depending on the options you select. Only the first and last screens (Figure 10-1 and Figure 10-8) are required to launch a report; all other screens are optional. Optional screens allow you to narrow the projection on the basis of specific bargaining units, salary schedules, accounts, locations, and a variety of PER/PAY Master File codes.
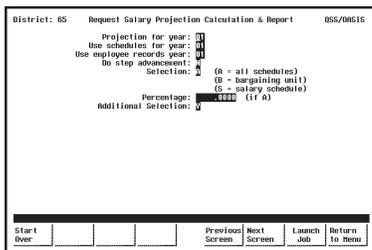


**Figure 10-1:** First Screen

See page 10-4.
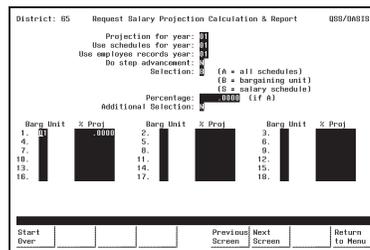


**Figure 10-2:** First Screen with Bargaining Units

See page 10-7.
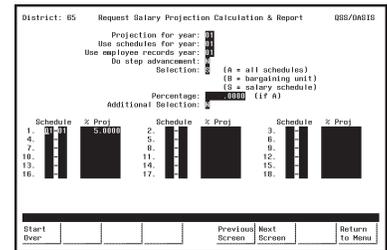


**Figure 10-3:** First Screen with Salary Schedules

See page 10-9.
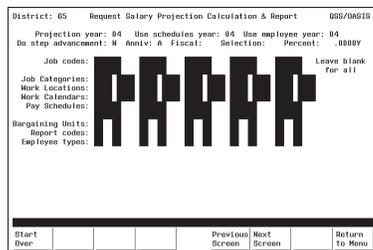


**Figure 10-4:** Additional Selection Screen

See page 10-11.
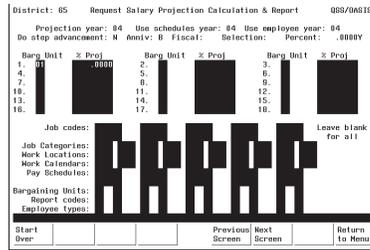


**Figure 10-5:** Additional Selection Screen with Bargaining Units

See page 10-11.
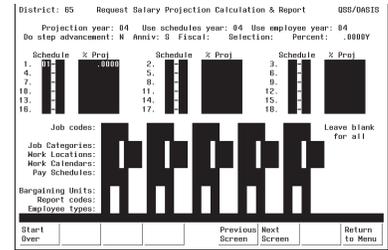


**Figure 10-6:** Additional Selection Screen with Salary Schedules

See page 10-11.
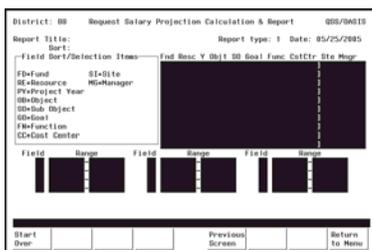


**Figure 10-7:** Account Subset Screen

See page 10-18.
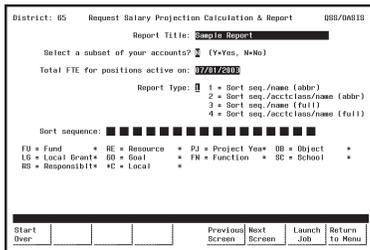


**Figure 10-8:** Launch Screen

See page 10-15.

## *Finding the Salary Projection Report*

Look for a menu selection that reads something like "Salary Projections" or "Salary Calculations & Report."  Highlight the selection and press <ENTER>. The first Salary Projection Screen will be displayed (Figure 10-9).

The Menu System Screens are user-defined and will vary from site-to-site. Ask your system administrator for help if you can't find the "Salary Projections" menu selection.

## *First Screen: Salary Projections*

Complete the required fields, and press <ENTER>. The lower portion of this screen will display additional fields if the **Selection** field is B̲ (see Figure 10-10) or S̲ (see Figure 10-11).

```
District: 88        Request Salary Projection Calculation & Report      QSS/OASIS

                       Projection for year: 05
                    Use schedules for year: 05
                 Use employee records year: 05
                      Do step advancement: N
                               Selection: A    (A = all schedules)
                                               (B = bargaining unit)
                                               (S = salary schedule)
                               Percentage:          (if A)
                       Additional Selection: N




 PPSSUB     H.00.05 compiled 10/02/03  10:24
 Start        f2     Retrieve   f4              Previous Next          f7     Return
 Over                Presets                    Screen   Screen               to Menu
```

**Figure 10-9: First Salary Projection Report Screen**

| | |
|---|---|
| **Projection for year** (R) | Type the two-digit number for the 'Target' or 'Project FOR' year.  For example, 0̲4̲ for 2004. |

☞    You must create at least one Work Calendar for the year to which you want to project.  See *Chapter 6* in this manual for instructions.

☞    You must create the district account structure for the year to which you want to project using Update District Master File (GLMT02).  See *Chapter 4* of the *QSS/OASIS Core Financial Manual* for details on GLMT02.

| | |
|---|---|
| **Use schedules for year** (R) | Type the two-digit number for the  'Source' or 'Project FROM' year. The projection will use the Salary Schedules from this year. |

**Use employee records year** (R)

Type the two-digit year that tells the program which year's employee data is to be used to calculate the projection.

> If a position is unfilled, the position data rather than the employee data will be used.

**Do step advancement** (R)

This effects all selected employees.

> <u>Y</u> = Project all scheduled advances for the selected employees.
> <u>N</u> = Do not project step advances.

**Selection** (R)

This is the first field that determines who will be included in the projection.

> <u>A</u> = **All Schedules** - Include all employees and open positions.
> <u>B</u> = **Bargaining Units** - Select specific bargaining units. Additional fields will display when you press <ENTER> (see page 10-7 for instructions).

> When selecting by Bargaining Unit, be aware that the system will report all employees on the Salary Schedules to which the selected Bargaining Units are attached, not the Employees to which the Bargaining Units are attached on their MA screen.

> <u>S</u> = **Salary Schedules** - Select specific salary schedules. Additional fields will display when you press <ENTER> (see page 10-9 for instructions).

**Percentage** (O)

If you entered <u>A</u> in the **Selection** field, you can type a percentage (in 999.9999 format) to apply an across-the-board annual increase to all salary schedules. Use a minus sign '-' to project a decrease. For example, to project a decrease of five percent, enter <u>-5.0000</u>.

**Additional Selection** (R)

This field determines whether you will use the Additional Selection Screen (Figure 10-15 ) to narrow your selection criteria.

> <u>Y</u> = Yes - Use the Additional Selection Screen.
> <u>N</u> = No - Do not use the Additional Selection Screen.

Specifically, you will be able to select employees and open positions based on:

- Job Codes
- Work Locations
- Pay Schedules
- Report Codes

- Job Category
- Work Calendars
- Bargaining Units
- Employee Types

| | |
|---|---|
| \<Start Over\> | Returns the cursor to the initial field. |
| \<Retrieve Presets\> | Retrieve a previously-defined report setting. |
| | See the appendix *Preset Maintenance* for details about \<Retrieve Preset\> and \<Save Preset\>. |
| \<Previous Screen\> | No effect on this screen. |
| \<Next Screen\> | Takes you to the Additional Selection Screen or Report Launch Screen. |
| \<Return to Menu\> | Returns to your Menu System. |

# *First Screen with Bargaining Units*

Use this screen to limit the number of selected employees to specific Bargaining Units. Only employees on the Salary Schedules to which these Bargaining Units are attached will be selected. You also have the option to specify a percentage amount of annual increase or decrease for each unit.

☞ When you use this screen, the program changes from 'give them everything' to 'give them only what they ask for' mode. This is to say, when you *do not* use this screen, all Bargaining Units are selected. When you *do* use this screen, only the Bargaining Units you specify are selected. Therefore, you must enter at least one Bargaining Unit. If you leave all Bargaining Unit fields blank on this screen, no records will be selected.

The **Barg Unit** and **%Proj** fields display after you enter <u>B</u> in the **Select** field on the first screen, and press <ENTER>.

```
District: 65        Request Salary Projection Calculation & Report        QSS/OASIS

                         Projection for year: 01
                      Use schedules for year: 01
                 Use employee records year: 01
                          Do step advancement: N
                                    Selection: B    (A = all schedules)
                                                     (B = bargaining unit)
                                                     (S = salary schedule)
                                  Percentage:        .0000  (if A)
                          Additional Selection: N

   Barg Unit    % Proj        Barg Unit    % Proj        Barg Unit    % Proj
  1.  01          .0000      2.                        3.
  4.                         5.                        6.
  7.                         8.                        9.
 10.                        11.                       12.
 13.                        14.                       15.
 16.                        17.                       18.


   Start                                   Previous Next              Return
   Over                                    Screen   Screen            to Menu
```

**Figure 10-10: First Screen with Bargaining Units**

**Barg Unit** (O)    Type the two-digit code for each Bargaining Unit you want to select. Only the employees on the Salary Schedules to which these Bargaining Units are attached will be selected. You must enter at least one code.

Bargaining Unit codes are defined in PER/PAY Master Files (PP0010). See *Chapter 5* in this manual for details.

**% Proj** (O)                Type a percentage (in 999.9999 format) to apply an annual increase for the Bargaining Unit. Use a minus sign '-' to project a decrease. For example, enter -5.0000 to project a decrease of five percent.

Complete the screen and press <ENTER>.  Then press <Next Screen> to continue.

## First Screen with Salary Schedules

Use this screen to limit the projection to specific Salary Schedules. Only employees that use the specified Salary Schedules will be selected. You also have the option to specify the percentage amount of annual increase or decrease for each selection.

☞ When you use this screen, the program changes from 'give them everything' to 'give them only what they ask for' mode. This is to say, when you do not use this screen, all Salary Schedules are selected. When you use this screen, only the Salary Schedules you specify are selected. Therefore, you must enter at least one Salary Schedule. If you leave all Salary Schedule fields blank on this screen, no records will be selected.

The **Schedule** and **%Proj** fields display after you enter <u>S</u> in the **Select** field on the first screen, and press <ENTER>.

```
District: 65       Request Salary Projection Calculation & Report        QSS/OASIS

                        Projection for year:  01
                     Use schedules for year:  01
                  Use employee records year:  01
                          Do step advancement: N
                                   Selection:  S    (A = all schedules)
                                                    (B = bargaining unit)
                                                    (S = salary schedule)
                                  Percentage:      .0000   (if A)
                         Additional Selection:  N

     Schedule   % Proj          Schedule   % Proj           Schedule   % Proj
  1.  01-01      5.0000      2.    -                     3.    -
  4.    -                    5.    -                     6.    -
  7.    -                    8.    -                     9.    -
 10.    -                   11.    -                    12.    -
 13.    -                   14.    -                    15.    -
 16.    -                   17.    -                    18.    -




   Start                                      Previous Next              Return
   Over                                        Screen  Screen           to Menu
```

**Figure 10-11: First Screen with Salary Schedules**

**Schedule** (O)          Type the two-digit Schedule Number in the first box of the Schedule field, to the left of the '-'. Enter at least one Schedule Number.

Type the two-digit Model Number in the second box of the Schedule field, to the right of the '-'.

☞ Models are variations of a Salary Schedule. Model '00' is always the 'live' production version, while Models '01' through '99' can be used for projecting proposed changes to the '00' Model. (See *Chapter 7* in this manual for more information about Salary Schedules.)

**% Proj** (O)                 Type a percentage (in 99.9999 format) to apply an annual increase for the Salary Schedule. Use a minus sign '-' to project a decrease. For example, enter `-5.0000` to project a decrease of five percent.

Complete the screen and press <ENTER>.  Then press <Next Screen> to continue.

## *Additional Selection Screen*

Use this screen to limit the number of employees and open positions selected on the basis of Master File codes. Specifically, you can select records based on:

- Job Codes
- Work Locations
- Pay Schedules
- Report Codes
- Job Category
- Work Calendars
- Bargaining Units
- Employee Types

☞ You may want to print Master File Reports to see a listing of the valid Master File codes. See *Chapter 5* of this manual for instructions.

The Additional Selection Screen appears when you enter Y in the **Additional Selection** field on the first screen and press < ENTER>.

If you also entered B (Bargaining Unit) or S (Salary Schedule) in the **Selection** field on the first screen, more fields will display in the upper portion of the Additional Selection Screen (Figure 10-13 and Figure 10-14 ).



**Figure 10-12: Additional Selection Screen**



**Figure 10-13: Additional Selection Screen with Bargaining Units**

The Bargaining Unit fields in the upper portion of this screen are display-only. If you want to edit them, return to the previous screen. See page 10-7 for details about Bargaining Unit fields.



**Figure 10-14: Additional Selection Screen with Salary Schedule**

The Salary Schedule fields in the upper portion of this screen are display-only. If you want to edit them, return to the previous screen. See page 10-9 for details about Salary Schedule fields.

☞   Once you enter a code, the program changes from 'give them everything' to 'give them only what they ask for' mode. For example, if you enter only one Job Code, then only employees with that code will be selected. If you leave all Job Code fields blank, then employees with any Job Code will be selected.

```
District: 65      Request Salary Projection Calculation & Report      QSS/OASIS

      Projection year: 04   Use schedules year: 04  Use employee year: 04
 Do step advancement: N  Anniv: A  Fiscal:   Selection:   Percent:   .0000Y

        Job codes:    ███  ███  ███  ███  ███        Leave blank
                                                      for all
   Job Categories:    █ █  █ █  █ █  █ █  █ █
   Work Locations:    █ █  █ █  █ █  █ █  █ █
   Work Calendars:    █ █  █ █  █ █  █ █  █ █
    Pay Schedules:

 Bargaining Units:    █ █  █ █  █ █  █ █  █ █
     Report codes:    █ █  █ █  █ █  █ █  █ █
   Employee types:    █ █  █ █  █ █  █ █  █ █




 ████████████████████████████████████████████████████████████████████
 Start                              Previous Next              Return
 Over                               Screen   Screen            to Menu
```

**Figure 10-15: Additional Selection Screen**

**Job Codes** (O)          Type the six-digit number for the Job Codes you want to select. Select up to 10 different Job Codes. Only the employees with positions containing these codes will be selected.

Leave all Job Code fields blank to select ALL Job Codes.

Job Codes are defined with PER/PAY Master Files (PP0010). See *Chapter 5* in this manual for details.

**Job Categories** (O)     Type the four-digit number for the Job Categories you want to select. Select up to 10 different Job Categories. Only the employes with positions containing these categories will be selected.

Leave all Job Category fields blank to select ALL Job Categories.

Job Categories are defined in PER/PAY Master Files (PP0010). See *Chapter 5* in this manual for details.

**Work Locations**
(O)

Type the four-digit number for the Work Locations you want to select. Select up to 10 different Work Locations. Only the employees with positions assigned to these locations will be selected.

Leave all Work Location fields blank to select ALL Work Locations.

Work Locations are defined in the Location Master File (LOUPDT). See *Chapter 5* in this manual for details.

**Work Calendars**
(O)

Type the four-digit number for the Work Calendars you want to select. Select up to 10 different Work Calendars. Only the employees with positions attached to these calendars will be selected.

Leave all Work Calendar fields blank to select ALL Work Calendars.

Work Calendars are defined in Work Calendar Maintenance (PP0035). See *Chapter 6* in this manual for details.

**Pay Schedules** (O)

Type up to six characters for the Pay Schedules you want to select. Select up to 10 different Pay Schedules. Only employees with positions assigned to these Pay Schedules will be selected.

Leave all Pay Schedule fields blank to select ALL schedules.

Pay Schedules are defined in PER/PAY Master Files (PP0010). See the *QSS/OASIS Enhanced Payroll Manual* for details.

**Bargaining Units**
(O)

Type the two-digit number for the Bargaining Units you want to select. Select up to 10 different Bargaining Units. Only employees assigned to these units on their MA screen will be selected.

Leave all Bargaining Unit fields blank to select ALL Bargaining Units.

Bargaining Units are defined in the PER/PAY Master Files (PP0010). See *Chapter 5* in this manual for details.

**Report Codes** (O)

Type the two-digit number for the Report Codes you want to select. Select up to 10 different Report Codes. Only employees with these codes on their MA screen will be selected.

Leave all Report Code fields blank to select ALL Report Codes.

Report Codes are defined in the PER/PAY Master Files (PP0010). See the *QSS/OASIS Personnel Manual* for details.

**Employee Type** (O)  Type the two-character code for the Employee Types you want to select.  Select up to 10 different Employee Types.  Only employees with these types on their MA screen will be selected.

Leave all Employee Type fields blank to select ALL Employee Types.

Employee Types are defined in the PER/PAY Master Files (PP0010).  See the *QSS/OASIS Personnel Manual* for details.

&lt;Start Over&gt;           Takes you back to the first screen.

&lt;Previous Screen&gt;     Takes you back to the first screen.

&lt;Next Screen&gt;         Takes you to the Report Launch Screen.

&lt;Return to Menu&gt;      Returns you to your site Menu System.

Complete the screen and press &lt;ENTER&gt;. Then press &lt;Next Screen&gt; to continue to the Report Launch Screen.

## *Report Launch Screen*

Use this screen to complete your selection criteria.

☞   You can also go to the Accounts Subset Screen from here by entering Y in the
'**Select a subset of your accounts?**' field. The Accounts Subset Screen allows
you to further limit your projection on the basis of financial accounts, and is
described in the next section (see page 10-18).

```
District: 57      Request Salary Projection Calculation & Report      SCHOOL/3000

                            Report Title:
            Select a subset of your accounts? N   (Y=Yes, N=No)
            Total FTE for positions active on: 06/30/2000
            Exclude open positions prior to:              (Blank = print all open)

    Report type: 1   1=Sort seq./name (abbr), 2=Sort seq./acctclass/name (abbr)
                     3=Sort seq./name (full), 4=Sort seq./acctclass/name (full)
    SSN masking:     N=Name only (no ssn),    P=Position name, not employee
                     (#digits to replace with '0': 0=none, 1-9=mask, L/R=ExtRef)
  Sort sequence: ▉ ▉ ▉ ▉ ▉ ▉ ▉ ▉ ▉ ▉ ▉ ▉ ▉ ▉ ▉ ▉ ▉ ▉
  Page break by: ▉
  Choose from these Sort Items:
       FD = Fund          RS = Resource      YR = Year        OB = Object
       GL = Goal          FN = Function      SL = School      BR = Responsblty

       $1 = Wrk Location  $2 = Job Code      $3 = Job Category $4 = Pay Schedule

    ┌─Optional Selection─────────────────────────────────────────────────────┐
    │ Bonus (H=Has,D=Doesn't)  Addtl: ▉  Pct: ▉ PDiem: ▉ Long: ▉ Degree: ▉ Other: ▉ │
    │ SSN: ▉-▉-▉   ▉-▉-▉    ▉-▉-▉   ▉-▉-▉   ▉-▉-▉                               │
    └─────────────────────────────────────────────────────────────────────────┘

  ┌──────────┬──────────┬──────────┬──────────┬──────────┬──────────┬──────────┐
  │ Start    │          │          │          │ Previous │ Next     │          │ Return   │
  │ Over     │          │          │          │ Screen   │ Screen   │          │ to Menu  │
  └──────────┴──────────┴──────────┴──────────┴──────────┴──────────┴──────────┘
```

**Figure 10-16: Salary Projection Report Launch Screen**

**Report Title** (O)        Type up to 30 characters for the title you want to appear in the report
                            heading.

                            You may want to include your name and extension number to facilitate
                            routing after printing.

**Select a subset of**      This field determines whether you will use the Accounts Subset Screen.
**your accounts?** (R)

                            Y  =  Yes. Select specific financial accounts.
                            N  =  No. Do not limit the projection by accounts.

                            If you type Y, the Accounts Subset Screen will display when you
                            press <ENTER>.

**Total FTE for positions active on** (R)

Include the total FTE for all Authorized Positions that will be active on this date.

The date must be within the fiscal year you entered in the **Projection for year** field on the first screen.

☞ Select this date carefully. If you select 07/01/yy, for example, there may be no teachers included on the report since their positions do not become effective until August.

**Exclude open positions prior to** (O)

Do not include any positions that were open prior to this date. If you leave this blank, all open positions will be included.

The date must be within the fiscal year you entered in the **Projection for year** field on the first screen.

**Report type** (R)

The report sort sequence:

1 = Sort by the Sort sequence, and then by the abbreviated Employee Name.
2 = Sort first by the Sort sequence, then by the Account, and finally by the abbreviated Employee Name.
3 = Sort by the Sort sequence, and then by the full Employee Name.
4 = Sort first by the Sort sequence, then by the Account, and finally by the full Employee Name.

**SSN masking** (O)

Select how you wish to mask the employee SSN:

N = Name only; no SSN
P = Position name only; no employee name
Number of digits to replace with '0'
   0    = Mask no digits
   1 - 9 = Mask the number of digits indicated
   L/R  = Left or right justify the External Reference Number

**Sort sequence** (O)

Use the two-character account field definitions listed in 'Choose from these Sort Items' to set up how the report should be sorted.

**Page break by** (O)

Indicate the account field included in the Sort sequence which should start a new page whenever it changes.

**Choose from these Sort Items** (D)

The two-character abbreviations and names of your account fields which display on the screen. These are user-defined and will vary from site-to-site.

There are also four system-defined codes which can be used in the Sort sequence.

$1 = Sort by Work Location
$2 = Sort by Job Code
$3 = Sort by Job Category
$4 = Sort by Pay Schedule

**Optional Selection**

**Bonus (H=Has, D=Doesn't** (O)

Indicate with an <u>H</u> to include employees who have the selected bonus types, or with a <u>D</u> to include employees who do not have the selected bonus types.

Leave blank to include all employees regardless of the bonus types that they have or do not have.

**SSN** (O)

Type up to five employee SSNs to limit the report to only those individuals.

Leave blank to include all employees who meet the other report selection options.

<Start Over>          Takes you to the first screen.

<Save Presets>        When you press <ENTER>, if there are no error messages and you have not requested to select a subset of your accounts, the <Save Presets> function key is displayed. Presets allow you to save your current report settings for later retrieval.

<Previous Screen>     Takes you to the previous screen.

<Next Screen>         No effect on this screen.

<Launch Job>          When you press <ENTER>, if there are no error messages and you have not requested to select a subset of your accounts, the <Launch Job> function key is displayed. Press <Launch Job> to create the Salary Projection Report.

<Return to Menu>      Returns to your Menu System.

Complete the screen and press <ENTER>. If you entered <u>Y</u> in the '**Select a subset of your accounts?**' field, the Account Subsets Screen will be displayed. If you are not using the Account Subsets Screen, press the <Launch Job> function key to create the Salary Projection Report.

## *Accounts Subset Screen*

Use this screen to limit the number of records to specific Payroll Labor Accounts. Only employees/positions paid from the specified accounts will be selected. You can enter up to 10 different account masks or a series of Field and Range combinations.

☞ Once you enter an account code mask, the program changes from "give them everything" to "give them only what they ask for" mode. For example, if you enter only one valid account number, then only employees paid from that account will be selected. If you leave all account field masks blank, then records from all accounts will be selected.

The Accounts Subset Screen displays when you enter Y in the '**Select a subset of your accounts?**' field on the Report Launch Screen, and press <ENTER>.

```
District: 88      Request Salary Projection Calculation & Report      QSS/OASIS

Report Title:                              Report type: 1   Date: 05/25/2005
        Sort:
 ─Field Sort/Selection Items──  Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr
                                                                           ]
 FD=Fund         SI=Site                                                    ]
 RE=Resource     MG=Manager                                                 ]
 PY=Project Year                                                            ]
 OB=Object                                                                  ]
 SO=Sub Object                                                              ]
 GO=Goal                                                                    ]
 FN=Function                                                                ]
 CC=Cost Center                                                             ]
                                                                           ]
   Field        Range        Field        Range        Field        Range




   Start                              Previous                      Return
   Over                               Screen                        to Menu
```

**Figure 10-17: Accounts Subset Screen**

**[title row]** (O)          The title row lists the names of the fields in the financial account.

This sample is for illustration only. The screen will show the account structure for your district.

**[1]** (O)         There are 10 lines. Leave all lines blank, or type up to 10
**[2]** (O)         account masks.
**[3]** (O)
**[4]** (O)         Leave all 10 lines blank to select all accounts.
**[5]** (O)         If you enter account masks on one or more lines, only those
**[6]** (O)         lines will be used. (Other accounts may still be selected
**[7]** (O)         based on ranges of field values.)
**[8]** (O)
**[9]** (O)         To select accounts based on account masks, type up to 10
**[10]** (O)        account masks. To make filling in account masks easier,
                    press <ENTER> to fill all 10 rows with question marks.
                    Then fill in the masks you need.

```
┌─Field Sort/Selection Items──┐ Fd Resc Y Objt Gr Goal Fnct Sch Rsp Lcl
│                             │ 10-????-?-????-??-????-????-???-???-???
│ FD=FUND        RP=RESPONSBLTY│ ??-????-?-????-??-5684-????-???-???-???
│ RS=RESOURCE    LC=LOCAL      │ 10-????-?-4???-??-????-????-???-???-???
│ PJ=PROJECT YEAR             │ 20-????-?-82??-??-????-????-???-???-???
│ OB=OBJECT                   │ ??-????-?-????-??-????-????-???-???-???
│ GR=LOCAL GRANT              │ ??-????-?-????-??-????-????-???-???-???
│ GO=GOAL                     │ ??-????-?-????-??-????-????-???-???-???
│ FN=FUNCTION                 │ ??-????-?-????-??-????-????-???-???-???
│ SC=SCHOOL                   │ ??-????-?-????-??-????-????-???-???-???
└─────────────────────────────┘ ??-????-?-????-??-????-????-???-???-???
```

The example above illustrates how account masking
works. Each question mark ( ? ) is a wildcard that stands
for one digit or letter.

### [LINE]   ACCOUNTS SELECTED

**[1]**     All accounts in Fd (fund) 10.

**[2]**     All accounts that contain Goal (Program goal) 5864.

**[3]**     All accounts for Fd 10 and Objt (Object) 4??? (4000-
            4999). (If your state uses letters and numbers in
            accounts, 4??? matches the numeral 4 followed by
            any 3 letters or numbers.)

**[4]**     All accounts for Fd 20 and Objt 82?? (8200 - 8299).

**[5] - [10]**  Not used.

In this example, an account is included in the transfer if it
matches *any one* of the masks in lines [1] through [4].

The **Field** and **Range** fields are for entering field value ranges.

**Field** (O)                  Leave blank, or type the 2-letter abbreviation for a field value.

**Range** (O)                  If **Field** contains a value, enter the beginning and ending value for the range.

```
Field          Range
    OB  8500        -8549
```

In the example above, accounts with objects from 8500 to 8549 would be selected.

Complete the screen and press <ENTER>.   Then press <Launch Job>.

## *Sample Salary Projection Report (PPS302)*

The PPS302 report is produced by the *Enhanced Position Control System.*

The cover page for PPS302 is shown below.

```
65 QSS UNIFIED                          SALARY PROJECTION            J6699   PPS302   H.00.00 05/24/05 PAGE     0

                                   FTE COUNTED ON: 05/24/2005

-----------------------------------------------------------------------------------------------------------------

           Account classifications selected                      Field ranges selected
           Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr          FI    RANGE
           ------------------------------------------------      -----------------------
      1.       -    - -   - -    -    -    -    - -
      2.       -    - -   - -    -    -    -    - -
      3.       -    - -   - -    -    -    -    - -
      4.       -    - -   - -    -    -    -    - -
      5.       -    - -   - -    -    -    -    - -
      6.       -    - -   - -    -    -    -    - -
      7.       -    - -   - -    -    -    -    - -
      8.       -    - -   - -    -    -    -    - -
      9.       -    - -   - -    -    -    -    - -
     10.       -    - -   - -    -    -    -    - -

              ENTRY LISTING
           ----------------------
           Projection Year    : 2005
           Schedule Year      : 05
           Employee Year      : 05
           Allow Step Changes : NO
           Report Type        : ALL SCHEDULES
           Global Projections :    3.0000%
           Job Codes          :
           Job Categories     :
           Work Locations     :
           Pay Schedules      :
           Page Breaks on     : NONE
```

The body pages for the PPS302 report.

```
65 QSS UNIFIED SCHOOL DISTRICT                  SALARY PROJECTION                J1955   PPS300   H.00.01 07/16/03  PAGE   28

SAMPLE REPORT                              FTE COUNTED ON: 07/16/2003
------------------------ ------------------------------------------------------------------------------------------------------

   SSN       NAME           POS-#  P-FTE  PLACEMENT   WCAL  %POSN %ACCT  AC-FTE  START/END     BASE/CELL  ADDITIONAL    TOTAL

000-00-0000 LANE LOIS       640100 0.8000 01-0012-03  0101 100.00 100.00 0.8000 070103/063004   41808.00    2768.00   44576.00
                                          01-6510-0-1100-020-5710-1110-0790                     52260.25

000-00-0000 MOUSE MICKEY    640020 0.6671 01-0003-03  0101 100.00  75.00 0.5003 070103/063004   19016.25        .00   19016.25
                                          01-6350-0-1100-020-6550-1000-0000                     38008.30

000-00-0000 MOUSE MICKEY    640020 0.6671 01-0003-03  0101 100.00  25.00 0.1668 070103/063004    6338.75        .00    6338.75
                                          01-6350-0-1100-020-7110-1000-0000                     38008.30

OPEN        ACCOUNTING ASSISTA 030024 0.2500 02-0023-02  0200 100.00  25.00 0.0625 070103/063004*  1828.00        .00    1828.00
                                          01-0000-0-2400-001-8600-7300-0000                     29248.69

000-00-0000 PAN PETER       640066 1.0000 01-0005-05  0101 100.00  71.43 0.7143 070103/063004   31674.20        .00   31674.20
                                          01-6350-0-1100-010-6550-1000-0051                     44342.50

000-00-0000 PAN PETER       640066 1.0000 01-0005-05  0101 100.00  28.57 0.2857 070103/063004   12668.80        .00   12668.80
                                          01-6350-0-1100-010-7110-1000-0000                     44342.50

OPEN        ADMINISTRATIVE SEC 040006 0.5000 02-0027-03  0200 100.00 100.00 0.5000 070103/063004   16950.00        .00   16950.00
                                          01-1100-0-2400-001-4900-4000-0000                     33899.34

OPEN        ADMINISTRATIVE SEC 040010 1.0000 02-0027-04  0200 100.00 100.00 1.0000 080103/063004   32446.00        .00   32446.00
                                          01-7110-0-2400-001-8600-2430-0000                     35594.31

000-00-0000 PIG PORKY       000086 1.0000 17-0001-01  0000 100.00 100.00 1.0000 070103/063004    1863.00        .00    1863.00
                                          01-0000-0-2300-001-0000-7110-0000                      1863.00

OPEN        ASST SUPT - HUMAN 640003 1.0000 03-B   -04  0100 100.00 100.00 1.0000 010504/063004*  46328.00        .00   46328.00
                                          01-0000-0-1300-001-0000-7400-0000                     92656.30

000-00-0000 RABBIT PETER    640186 1.0000 02-0027-06  0200 100.00 100.00 1.0000 070103/063004   39243.00    1853.51   41096.51
                                          01-0000-0-2400-001-8600-7300-0000                     39242.72

000-00-0000 SIMPSON BART    010068 0.6000 07-F   -08  0102 100.00  33.33 0.2000 010104/063004    7928.17     121.00    8049.17
                                          01-0000-0-1200-012-8600-3120-0000                       374.00


                  AC-FTE        BASE        ADDTL         TOTAL
FINAL    TOTAL   177.4887  8,723,667.29   222,912.37  8,946,579.66
```

# Benefits Projection Report (PPS400)

## Introduction

Use the Benefits Projection Report to project benefits costs for all employees or selected employees. The projection can be defined broadly or in great detail.

The selection criteria screens will vary depending on the options you select. Only the first and last screens (Figure 10-18 and Figure 10-25) are required to launch a report; all other screens are optional. Optional screens allow you to narrow the projection on the basis of specific bargaining units, salary schedules, accounts, locations, and a variety of PER/PAY Master File codes.
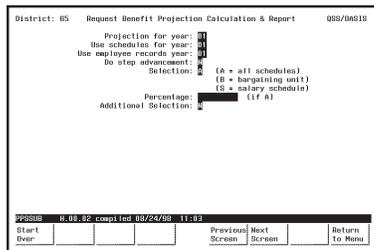


**Figure 10-18:** First Screen

See page 10-24.
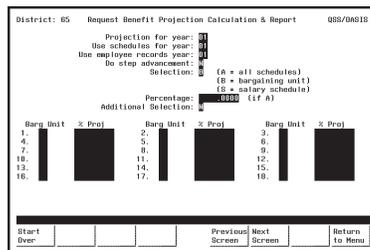


**Figure 10-19:** First Screen with Bargaining Units

See page 10-27.
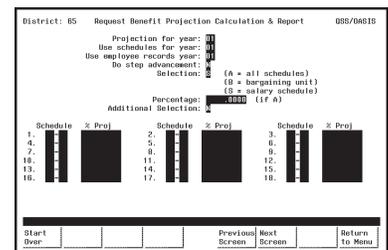


**Figure 10-20:** First Screen with Salary Schedules

See page 10-29.
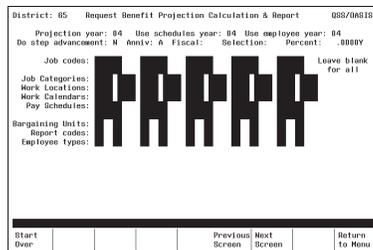


**Figure 10-21:** Additional Selection Screen

See page 10-31.
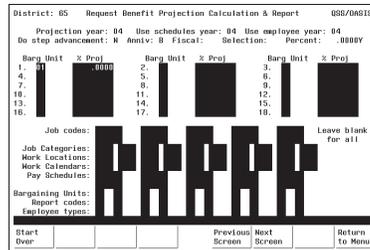


**Figure 10-22:** Additional Selection Screen with Bargaining Units

See page 10-31.
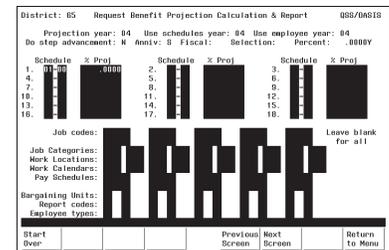


**Figure 10-23:** Additional Selection Screen with Salary Schedules

See page 10-31.
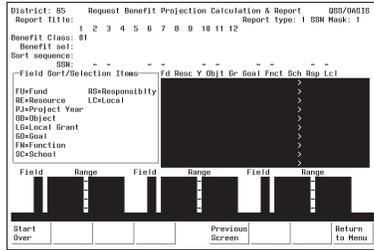
**Figure 10-24: Account Subset Screen**

See page 10-38.
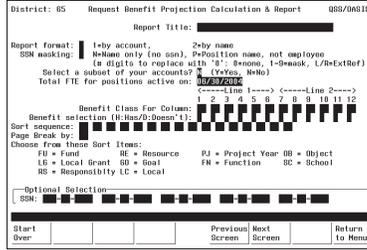


**Figure 10-25: Launch Screen**

See page 10-35.

## Finding the Benefits Projection Report

Look for a menu selection that reads something like "Benefits Projections" or "Benefits Calculations & Report."  Highlight the selection and press <ENTER>. The first  Benefits Projection Screen will be displayed (Figure 10-26).

The Menu System Screens are user-defined and will vary from site-to-site. Ask your system administrator for help if you can't find the "Benefits Projections" menu selection.

## First Screen: Benefits Projections

Complete the required fields, and press <ENTER>. The lower portion of this screen will display additional fields if the **Selection** field is B (see Figure 10-27) or S (see Figure 10-28).
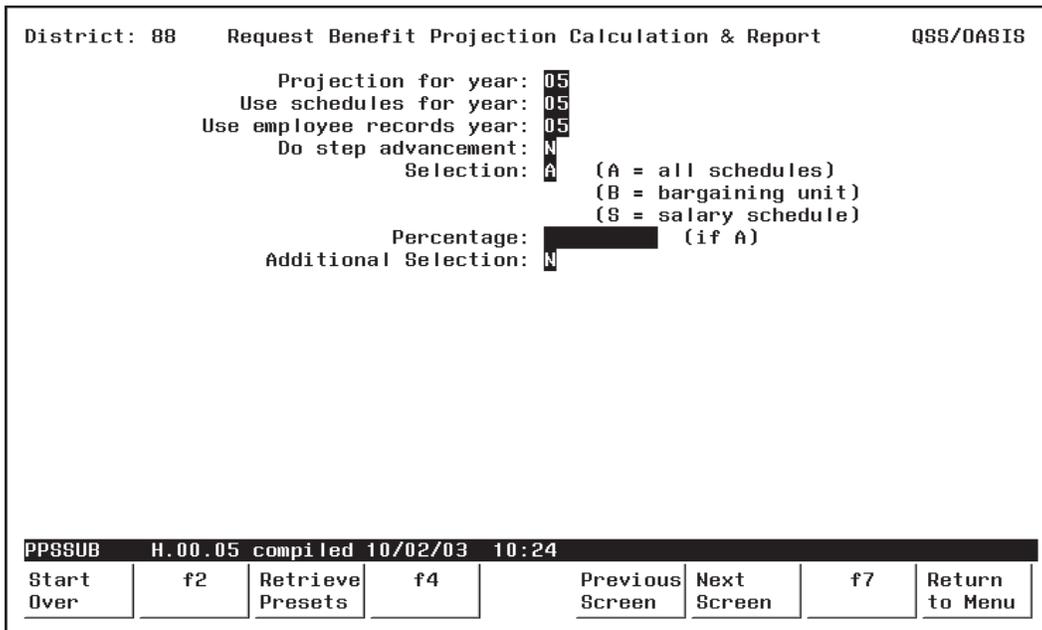


**Figure 10-26: First Benefits Projection Report Screen**

| | |
|---|---|
| **Projection for year** (R) | Type the two-digit number for the 'Target' or 'Project FOR' year. For example, 0 4 for 2004. |

> ☞  You must create at least one Work Calendar for the year to which you want to project.  See *Chapter 6* in this manual for instructions.

> ☞  You must create the district account structure for the year to which you want to project using Update District Master File (GLMT02).  See *Chapter 4* of the *QSS/OASIS Core Financial Manual* for details on GLMT02.

| | |
|---|---|
| **Use schedules for year** (R) | Type the two-digit number for the  'Source' or 'Project FROM' year. The projection will use the Salary Schedules from this year. |
| **Use employee records year** (R) | Type the two-digit year that tells the program which year's employee data is to be used to calculate the projection. |
| | If a position is unfilled, the position data rather than the employee data will be used. |
| **Do step advancement** (R) | This effects all selected employees. |

> Y  =  Project all scheduled advances for the selected employees.
> N  =  Do not project step advances.

| | |
|---|---|
| **Selection** (R) | This is the first field that determines who will be included in the projection. |

> A  =  **All Schedules** - Include all employees and open positions.
> B  =  **Bargaining Units** - Select specific bargaining units. Additional fields will display when you press <ENTER> (see page 10-27 for instructions)..

---

When selecting by Bargaining Unit, be aware that the system will report all employees on  the Salary Schedules to which the selected Bargaining Units are attached, not the Employees to which the Bargaining Units are attached on their MA screen.

---

> S=  **Salary Schedules** - Select specific salary schedules. Additional fields will display when you press <ENTER> (see page 10-29 for instructions).

**Percentage** (O)        If you entered $\underline{A}$ in the **Selection** field, you can type a percentage (in 999.9999 format) to apply an across-the-board annual increase to all salary schedules. Use a minus sign '-' to project a decrease. For example, to project a decrease of five percent, enter $\underline{-5.0000}$.

**Additional**           This field determines whether you will use the Additional Selection
**Selection** (R)        Screen (Figure 10-32) to narrow your selection criteria.

$\underline{Y}$ =   Yes - Use the Additional Selection Screen.
$\underline{N}$ =   No - Do not use the Additional Selection Screen.

Specifically, you will be able to select employees and open positions based on:

- Job Codes            • Job Category
- Work Locations       • Work Calendars
- Pay Schedules        • Bargaining Units
- Report Codes         • Employee Types

&lt;Start Over&gt;           No effect on this screen.

&lt;Retrieve Presets&gt;     Retrieve a previously-defined report setting.

See the appendix *Preset Maintenance* for details about &lt;Retrieve Preset&gt; and &lt;Save Preset&gt;.

&lt;Previous Screen&gt;      No effect on this screen.

&lt;Next Screen&gt;          Takes you to the Additional Selection Screen or Report Launch Screen.

&lt;Return to Menu&gt;       Returns to your Menu System.

## *First Screen with Bargaining Units*

Use this screen to limit the number of selected employees to specific Bargaining Units. Only employees on the Salary Schedules to which these Bargaining Units are attached will be selected. You also have the option to specify the percentage amount of annual increase or decrease for each unit.

> When you use this screen, the program changes from 'give them everything' to 'give them only what they ask for' mode. This is to say, when you *do not* use this screen, all Bargaining Units attached to Salary Schedules are selected.
>
> When you *do* use this screen, only those Salary Schedules attached to the Bargaining Units you specify are selected. Therefore, you must enter at least one Bargaining Unit. If you leave all Bargaining Unit fields blank on this screen, no records will be selected.

The **Barg Unit** and **%Proj** fields display after you enter <u>B</u> in the **Select** field on the first screen, and press <ENTER>.

```
District: 65     Request Benefit Projection Calculation & Report     QSS/OASIS

                        Projection for year: 01
                    Use schedules for year: 01
                  Use employee records year: 01
                        Do step advancement: N
                                  Selection: B      (A = all schedules)
                                                    (B = bargaining unit)
                                                    (S = salary schedule)
                                 Percentage:       .0000   (if A)
                        Additional Selection: N

    Barg Unit    % Proj          Barg Unit    % Proj          Barg Unit    % Proj
    1.                            2.                           3.
    4.                            5.                           6.
    7.                            8.                           9.
   10.                           11.                          12.
   13.                           14.                          15.
   16.                           17.                          18.



    Start                                       Previous  Next                Return
    Over                                        Screen    Screen              to Menu
```

**Figure 10-27: First Screen with Bargaining Units**

**Barg Unit** (O)      Type the two-digit code for each Bargaining Unit you want to select. Only the employees on the Salary Schedules to which these Bargaining Units are attached will be selected. You must enter at least one code.

Bargaining Unit codes are defined in PER/PAY Master Files (PP0010).  See *Chapter 5* in this manual for details.

**% Proj** (O)      Type a percentage (in 999.9999 format) to apply an annual increase for the Bargaining Unit. Use a minus sign '-' to project a decrease. For example, enter `-5.0000` to project a decrease of five percent.

Complete the screen and press <ENTER>.  Then press <Next Screen> to continue.

## First Screen with Salary Schedules

Use this screen to limit the projection to specific Salary Schedules. Only employees that use the specified Salary Schedules will be selected. You also have the option to specify the percentage amount of annual increase or decrease for each selection.

☞ When you use this screen, the program changes from 'give them everything' to 'give them only what they ask for' mode. This is to say, when you do not use this screen, all Salary Schedules are selected. When you use this screen, only the Salary Schedules you specify are selected. Therefore, you must enter at least one Salary Schedule. If you leave all Salary Schedule fields blank on this screen, no records will be selected.

The **Schedule** and **%Proj** fields display after you enter <u>S</u> in the **Select** field on the first screen, and press <ENTER>.



**Figure 10-28: First Screen with Salary Schedules**

**Schedule** (O)          Type the two-digit Schedule Number in the first box of the Schedule field, to the left of the '-'. Enter at least one Schedule Number.

Type the two-digit Model Number in the second box of the Schedule field, to the right of the '-'.

☞ Models are variations of a Salary Schedule. Model '00' is always the 'live' production version, while Models '01' through '99' can be used for projecting proposed changes to the '00' Model. (See *Chapter 7* in this manual for more about Salary Schedules.)

**% Proj** (O)          Type a percentage (in 99.9999 format) to apply an annual increase for the Salary Schedule. Use a minus sign '-' to project a decrease. For example, enter `-5.0000` to project a decrease of five percent.

Complete the screen and press <ENTER>.  Then press <Next Screen> to continue.

## *Additional Selection Screen*

Use this screen to limit the number of employees and open positions selected on the basis of Master File codes. Specifically, you can select records based on:

- Job Codes
- Work Locations
- Pay Schedules
- Report Codes

- Job Category
- Work Calendars
- Bargaining Units
- Employee Types

☞  You may want to print Master File Reports to see a listing of the valid Master File codes.  See *Chapter 5* of this manual for instructions.

The Additional Selection Screen appears when you enter <u>Y</u> in the **Additional Selection** field on the first screen and press < ENTER>.

If you also entered <u>B</u> (Bargaining Unit) or <u>S</u> (Salary Schedule) in the **Selection** field on the first screen, more fields will display in the upper portion of the Additional Selection Screen (Figure 10-30 and Figure 10-31 ).

**Figure 10-29: Additional Selection Screen**

**Figure 10-30: Additional Selection Screen with Bargaining Units**

**Figure 10-31: Additional Selection Screen with Salary Schedule**

The Bargaining Unit fields in the upper portion of this screen are display-only. If you want to edit them, return to the previous screen. See page 10-27 for details about Bargaining Unit fields.

The Salary Schedule fields in the upper portion of this screen are display-only.  If you want to edit them, return to the previous screen. See page 10-29 for details about Salary Schedule fields.

☞    Once you enter a code, the program changes from 'give them everything' to 'give them only what they ask for' mode. For example, if you enter only one Job Code, then only employees with that code will be selected. If you leave all Job Code fields blank, then employees with any Job Code will be selected.



**Figure 10-32: Additional Selection Screen**

**Job Codes** (O)          Type the six-digit number for the Job Codes you want to select. Select up to 10 different Job Codes. Only employees with positions containing these codes will be selected.

                          Leave all Job Code fields blank to select ALL Job Codes.

                          Job Codes are defined with PER/PAY Master Files (PP0010). See *Chapter 5* in this manual for details.

**Job Categories** (O)   Type the four-digit number for the Job Categories you want to select. Select up to 10 different Job Categories. Only employees with positions containing these categories will be selected.

                          Leave all Job Category fields blank to select ALL Job Categories.

                          Job Categories are defined in PER/PAY Master Files (PP0010). See *Chapter 5* in this manual for details.

**Work Locations** (O)
Type the four-digit number for the Work Locations you want to select. Select up to 10 different Work Locations. Only employees with positions assigned to these locations will be selected.

Leave all Work Location fields blank to select ALL Work Locations.

Work Locations are defined in the Location Master File (LOUPDT). See *Chapter 5* in this manual for details.

**Work Calendars** (O)
Type the four-digit number for the Work Calendars you want to select. Select up to 10 different Work Calendars. Only employees with positions attached to these calendars will be selected.

Leave all Work Calendar fields blank to select ALL Work Calendars.

Work Calendars are defined in Work Calendar Maintenance (PP0035). See *Chapter 6* in this manual for details.

**Pay Schedules** (O)
Type up to six characters for the Pay Schedules you want to select. Select up to 10 different Pay Schedules. Only employees with positions assinged to these Pay Schedules will be selected.

Leave all Pay Schedule fields blank to select ALL schedules.

Pay Schedules are defined in PER/PAY Master Files (PP0010). See the *QSS/OASIS Enhanced Payroll Manual* for details.

**Bargaining Units** (O)
Type the two-digit number for the Bargaining Units you want to select. Select up to 10 different Bargaining Units. Only employees assigned to these units on their MA screen will be selected.

Leave all Bargaining Unit fields blank to select ALL Bargaining Units.

Bargaining Units are defined in the PER/PAY Master Files (PP0010). See *Chapter 5* in this manual for details.

**Report Codes** (O)
Type the two-digit number for the Report Codes you want to select. Select up to 10 different Report Codes. Only employees assigned to these codes on their MA screens will be selected.

Leave all Report Code fields blank to select ALL Report Codes.

Report Codes are defined in the PER/PAY Master Files (PP0010). See the *QSS/OASIS Personnel Manual* for details.

**Employee Type** (O)   Type the two-character code for the Employee Types you want to select.  Select up to 10 different Employee Types.  Only employees assigned to these types on their MA screen will be selected.

Leave all Employee Type fields blank to select ALL Employee Types.

Employee Types are defined in the PER/PAY Master Files (PP0010).  See the *QSS/OASIS Personnel Manual* for details.

<Start Over>              Takes you back to the first screen.

<Previous Screen>        Takes you back to the first screen.

<Next Screen>            Takes you to the Report Launch Screen.

<Return to Menu>         Returns you to your site Menu System.

Complete the screen and press <ENTER>. Then press <Next Screen> to continue to the Report Launch Screen.

## *Report Launch Screen*

Use this screen to complete your selection criteria.

☞ You can also go to the Accounts Subset Screen from here by entering <u>Y</u> in the '**Select a subset of your accounts?**' field. The Accounts Subset Screen allows you to further limit your projection on the basis of financial accounts, and is described in the next section (see page 10-38).

```
District: 65     Request Benefit Projection Calculation & Report     QSS/OASIS

                          Report Title: ████████████████████████

Report format: █    1=by account,          2=by name
   SSN masking: █    N=Name only (no ssn), P=Position name, not employee
                     (# digits to replace with '0': 0=none, 1-9=mask, L/R=ExtRef)
            Select a subset of your accounts? █  (Y=Yes, N=No)
            Total FTE for positions active on: 06/30/2004
                                      <-----Line 1----> <-----Line 2---->
                                      1  2  3  4  5  6  7  8  9  10 11 12
                   Benefit Class For Column: █ █ █ █ █ █ █ █ █ █ █ █
            Benefit selection (H:Has/D:Doesn't): █ █ █ █ █ █ █ █ █ █ █ █
Sort sequence:  █ █ █ █ █ █ █ █ █ █
Page Break by:  █
Choose from these Sort Items:
        FU = Fund          RE = Resource     PJ = Project Year OB = Object
        LG = Local Grant  GO = Goal          FN = Function      SC = School
        RS = Responsiblty LC = Local

  ┌Optional Selection──────────────────────────────────────────────────┐
  │ SSN: ███-██-███   ███-██-███   ███-██-███   ███-██-███   ███-██-███ │
  └────────────────────────────────────────────────────────────────────┘

  ████████████████████████████████████████████████████████████████████
  Start                            Previous Next                  Return
  Over                             Screen   Screen                to Menu
```

**Figure 10-33: Salary Projection Report Launch Screen**

**Report Title** (O)     Type up to 30 characters for the title you want to appear in the report heading.

You may want to include your name and extension number to facilitate routing after printing.

**Report format** (R)     The basic format of the report:

<u>1</u> = Sort by Account.
<u>2</u> = Sort by Employee Name.

**SSN masking** (O)     Select how you wish to mask the employee SSN:

N = Name only; no SSN
P = Position name only; no employee name
Number of digits to replace with '0'
    0    = Mask no digits
    1 - 9 = Mask the number of digits indicated
    L/R  = Left or right justify the External Reference Number

**Select a subset of
your accounts?** (R)

This field determines whether you will use the Accounts Subset Screen.

    Y = Yes. Select specific financial accounts.
    N = No. Do not limit the projection by accounts.

If you type Y, the Accounts Subset Screen will display when you press <ENTER>.

**Total FTE for
positions active on**
(R)

Include the total FTE for all Authorized Positions that will be active on this date.

The date must be within the fiscal year you entered in the **Projection for year** field on the first screen.

☞    Select this date carefully. If you select 07/01/yy, for example, there may be no teachers included on the report since their positions do not become effective until August.

**Benefit Class For
Column** (R)

Type the codes for the Benefit Classes you want to include on the report. The Benefit Classes will print on the report in the same order in which you enter them here. The report displays a maximum of two six-item lines.

There are 12 Benefit Classes. The first nine are predefined by QSS. Refer to Volume 3-Chapter 27: Posting Employer-Paid Benefits in the *QSS/OASIS EnhancedPayroll Manual* for complete details.

Common Benefit Class Numbers are:

    01 = Teachers Retirement (STRS)
    02 = Classified Employees Retirement (PERS)
    03 = OASDI
    04 = Health & Welfare Benefits (Voluntary Deductions)
    05 = State Unemployment Insurance (SUI)
    06 = Worker's Compensation
    07 = Teachers Retirement Buyout
    08 = Classified Employees Buyout
    09 = Medicare
    10 = Classified Employees Buyout of Buyout Amount in
            Class 08 above
    11 = Section 125 Cashout
    12 = PERS Revenue Limit Reduction (RLR)

**Benefit Selection
(H: Has/D:
Doesn't)** (O)

Indicate with an H to include only employees who have the Benefit Class noted above, or with a D to include only employees who do not have the Benefit Class noted above.

Leave blank to include all employees regardless of the Benefit Classes that they have or do not have.

**Sort sequence** (O)     Use the two-character account field definitions listed in 'Choose from these Sort Items' to set up how the report should be sorted.

**Page Break by** (O)     Indicate the account field included in the Sort sequence which should start a new page whenever it changes.

**Choose from these**     The two-character abbreviations and names of your account fields
**Sort Items** (D)        display on the screen.  These are user-defined and will vary from site-to-site.

**Optional Selection**    Type up to five employee SSNs to limit the report to only those
**SSN** (O)               individuals.

Leave blank to include all employees who meet the other report selection options.

&lt;Start Over&gt;            Takes you to the first screen.

&lt;Save Presets&gt;          When you press &lt;ENTER&gt;, if there are no error messages and you have not requested to select a subset of your accounts, the &lt;Save Preset&gt; function key is displayed.  Presets allow you to save your current report settings for later retrieval.

&lt;Previous Screen&gt;       Takes you to the previous screen.

&lt;Next Screen&gt;           No effect on this screen.

&lt;Launch Job&gt;            When you press &lt;ENTER&gt;, if there are no error messages and you have not requested to select a subset of your accounts, the &lt;Launch Job&gt; function key is displayed.  Press &lt;Launch Job&gt; to create the Benefit Projection Report.

&lt;Return to Menu&gt;        Returns to your Menu System.

Complete the screen and press &lt;ENTER&gt;.  If you entered <u>Y</u> in the '**Select a subset of your accounts?**' field, the Account Subsets Screen will be displayed.  If you are not using the Account Subsets Screen, press the &lt;Launch Job&gt; function key to create the Benefit Projection Report.

## *Accounts Subset Screen*

Use this screen to limit the number of records to specific Payroll Labor Accounts. Only employees/positions paid from the specified accounts will be selected. You can enter up to 10 different account masks or a series of Field and Range combinations.

☞     Once you enter an account code mask, the program changes from "give them everything" to "give them only what they ask for" mode.  For example, if you enter only one valid account number, then only employees paid from that account will be selected.  If you leave all account field masks blank, then records from all accounts will be selected.

The Accounts Subset Screen displays when you enter Y in the '**Select a subset of your accounts?**' field on the Report Launch Screen, and press <ENTER>.



**Figure 10-34: Accounts Subset Screen**

[**title row**] (O)          The title row lists the name for the fields in the financial account.

This sample is for illustration only.  The screen will show the account structure for your district.

**[1]** (O)        There are 10 lines. Leave all lines blank, or type up to 10
**[2]** (O)        account masks.
**[3]** (O)
**[4]** (O)            Leave all 10 lines blank to select all accounts.
**[5]** (O)            If you enter account masks on one or more lines, only those
**[6]** (O)            lines will be used. (Other accounts may be still selected
**[7]** (O)            based on ranges of field values.)
**[8]** (O)
**[9]** (O)            To select accounts based on account masks, type up to 10
**[10]** (O)           account masks. To make filling in account masks easier,
                   press <ENTER> to fill all 10 rows with question marks.
                   Then fill in the masks you need.

```
┌─Field Sort/Selection Items──┐ Fd Resc Y Objt Gr Goal Fnct Sch Rsp Lcl
│                             │ 10-????-?-????-??-????-????-???-???-???
│ FD=FUND         RP=RESPONSBLTY│ ??-????-?-????-??-5684-????-???-???-???
│ RS=RESOURCE     LC=LOCAL     │ 10-????-?-4???-??-????-????-???-???-???
│ PJ=PROJECT YEAR             │ 20-????-?-82??-??-????-????-???-???-???
│ OB=OBJECT                   │ ??-????-?-????-??-????-????-???-???-???
│ GR=LOCAL GRANT              │ ??-????-?-????-??-????-????-???-???-???
│ GO=GOAL                     │ ??-????-?-????-??-????-????-???-???-???
│ FN=FUNCTION                 │ ??-????-?-????-??-????-????-???-???-???
│ SC=SCHOOL                   │ ??-????-?-????-??-????-????-???-???-???
│                             │ ??-????-?-????-??-????-????-???-???-???
└─────────────────────────────┘
```

The example above illustrates how account masking
works. Each question mark ( ? ) is a wildcard that stands
for one digit or letter.

### [LINE]   ACCOUNTS SELECTED

**[1]**    All accounts in Fd (fund) 10.

**[2]**    All accounts that contain Goal (Program goal) 5864.

**[3]**    All accounts for Fd 10 and Objt (Object) 4??? (4000-
           4999). (If you state uses letters and numbers in
           accounts, 4??? matches the numeral 4 followed by
           any 3 letters or numbers.)

**[4]**    All accounts for Fd 20 and Objt 82?? (8200 - 8299).

**[5] - [10]**  Not used.

In this example, an account is included in the transfer if it
matches *any one* of the masks in lines [1] through [4].

The **Field** and **Range** fields are for entering field value ranges.

**Field** (O)                Leave blank, or type the 2-letter abbreviation for a field value.

**Range** (O)                If **Field** contains a value, enter the beginning and ending value for the range.

```
Field        Range
   OB  8500      -8549
```

In the example above, accounts with objects from 8500 to 8549 would be selected.

Complete the screen and press <ENTER>.  Then press <Launch Job>.

## Sample Benefit Projection Report (PPS400)

```
65 QUINTESSENTIAL UNIFIED SCHOOL DISTRICT        BENEFIT PROJECTION                J2068   PPS400   H.00.02 07/16/03 PAGE     0
---------------------------------------------------------------------------------------------------------------------------

               ENTRY LISTING
               -------------                               ACCOUNT CLASSIFICATIONS SELECTED

         PROJECTION YEAR:   04                             FU RESO P OBJE SCH GOAL FUNC DIST
         SCHEDULE YEAR:     04                             ----------------------------------------------
         EMPLOYEE YEAR:     04                         1.
         ALLOW STEP CHANGES: NO                        2.
         REPORT TYPE:       ALL SCHEDULES              3.
         GLOBAL PROJECTIONS:   0.0000%                 4.
                                                       5.
                                                       6.
                                                       7.
                                                       8.
                                                       9.
                                                      10.


          JOB CODES:                                   PAGE BREAKS ON:  NONE
     JOB CATEGORIES:
     WORK LOCATIONS:
      PAY SCHEDULES:
```

```
65 QUINTESSENTIAL UNIFIED SCHOOL DISTRICT        BENEFIT PROJECTION                J2068   PPS400   H.00.02 07/16/03 PAGE    40

                                                        GROSS
ACCTCLASS                    POS#   SCHEDULE  START/END  TOT BEN    STRS    PERS    OASDI    H & W    SUI    WK COMP
---------------------------------------------------------------------------------------------------------------------------

12-5055-0-2300-001-8500-2100-0000
000-00-0000 FLINTSTONE WILMA    620030 04-I   -04 070103/063004 49487.95    0.00  5156.64    0.00  6539.80  148.46  1591.53
                                                        13436.43

12-5055-0-2400-001-8500-2100-0000
000-00-0000 GORDON FLASH        670219 06-0023-06 070103/063004  8251.70    0.00   859.83    0.00  1615.75   24.76   265.37
                                                         2765.71

12-6055-0-2100-047-0001-1000-0000
OPEN      CHILDCARE SPECIALIST  020022 20-0022-03 090103/063004* 14111.28   0.00  1470.40    0.00  3279.50   42.33   453.82
                                                         5246.05
000-00-0000 BOOP BETTY          020023 21-0011-02 070103/063004  8130.44    0.00   847.19    0.00  4871.25   24.39   261.47
                                                         6004.30

                 GROSS        TOTAL BEN      STRS        PERS       OASDI       H & W       SUI        WK COMP
ACCOUNT TOTAL    22,241.72    11,250.35      0.00      2,317.59      0.00     8,150.75     66.72        715.29

12-6055-0-2300-001-0001-2100-0000
000-00-0000 MOUSE MINNIE        010022 03-H   -05 070103/063004 54914.00  4530.41    0.00    0.00  6539.80  164.74  1766.03
                                                        13000.98

12-6055-0-2400-001-0001-2100-0000
000-00-0000 CRICKET JIMINY      020077 02-0020-03 070103/063004  6889.00    0.00   717.83    0.00  1639.75   20.67   221.55
                                                         2599.80


                 GROSS        TOTAL BEN      STRS        PERS       OASDI       H & W       SUI        WK COMP
FINAL TOTAL    8,646,365.86  2,363,367.56  379,581.21  413,064.81  2,840.99 1,263,912.13  25,901.33  278,067.09
```

# Projection Scattergram Report (PPS200)

## Introduction

Use the Projection Scattergram Report to display projected salary and benefit costs by Salary Schedule Step/Range. The projection can be defined broadly or in great detail.

The selection criteria screens will vary depending on the options you select. Only the first and last screens (Figure 10-35 and Figure 10-42) are required to launch a report; all other screens are optional. Optional screens allow you to narrow the projection on the basis of specific bargaining units, salary schedules, accounts, locations, and a variety of PER/PAY Master File codes.
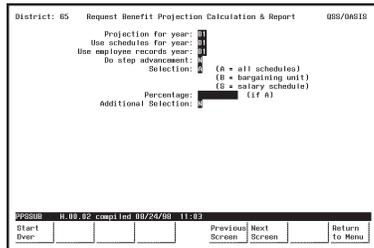


**Figure 10-35:** First Screen

See page 10-43.
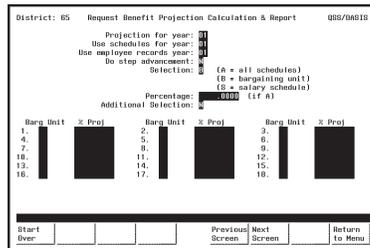


**Figure 10-36:** First Screen with Bargaining Units

See page 10-46.
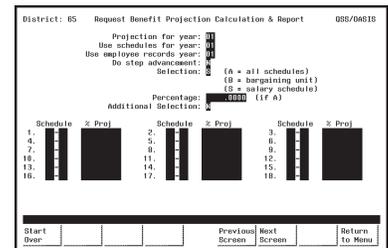


**Figure 10-37:** First Screen with Salary Schedules

See page 10-48.
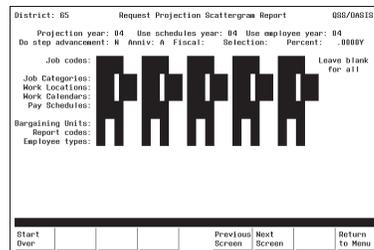


**Figure 10-38:** Additional Selection Screen

See page 10-50.
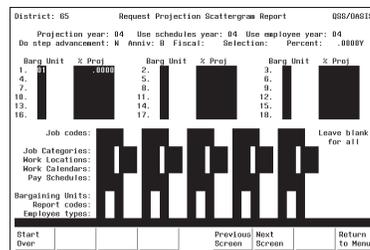


**Figure 10-39:** Additional Selection Screen with Bargaining Units

See page 10-50.
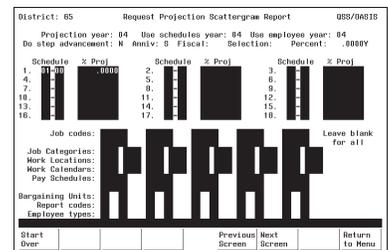


**Figure 10-40:** Additional Selection Screen with Salary Schedules

See page 10-50.
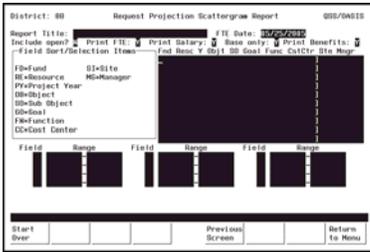
**Figure 10-41: Account Subset Screen**

See page 10-57.
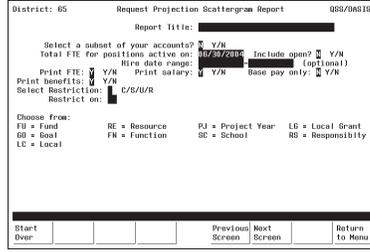


**Figure 10-42: Launch Screen**

See page 10-54.

## *Finding the Projection Scattergram Report*

Look for a menu selection that reads something like "Scattergram Report." Highlight the selection and press <ENTER>. The first Projection Scattergram Screen will be displayed (Figure 10-43).

The Menu System Screens are user-defined and will vary from site-to-site. Ask your system administrator for help if you can't find the "Scattergram Projections" menu selection.

## *First Screen: Projection Scattergram Report*

Complete the required fields, and press <ENTER>. The lower portion of this screen will display additional fields if the **Selection** field is <u>B</u> (see Figure 10-44) or <u>S</u> (see Figure 10-45).
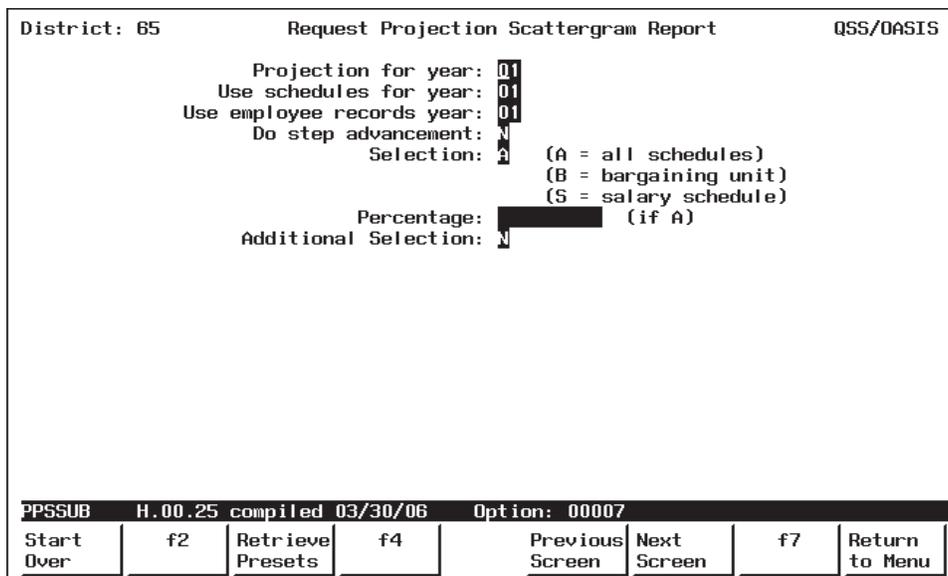


**Figure 10-43: First Benefits Projection Report Screen**

**Projection for year** (R)
Type the two-digit number for the 'Target' or 'Project FOR' year. For example, 0 4 for 2004.

☞ You must create at least one Work Calendar for the year to which you want to project. See *Chapter 6* in this manual for instructions.

☞ You must create the district account structure for the year to which you want to project using Update District Master File (GLMT02). See *Chapter 4* of the *QSS/OASIS Core Financial Manual* for details on GLMT02.

**Use schedules for year** (R)
Type the two-digit number for the 'Source' or 'Project FROM' year. The projection will use the Salary Schedules from this year.

**Use employee records year** (R)
Type the two-digit year that tells the program which year's employee data is to be used to calculate the projection.

If a position is unfilled, the position data rather than the employee data will be used.

**Do step advancement** (R)
This effects all selected employees.

Y = Project all scheduled advances for the selected employees.
N = Do not project step advances.

**Selection** (R)
This is the first field that determines who will be included in the projection.

A = **All Schedules** - Include all employees and open positions.
B = **Bargaining Units** - Select specific bargaining units. Additional fields will display when you press <ENTER> (see page 10-46 for instructions). .

When selecting by Bargaining Unit, be aware that the system will report all employees on the Salary Schedules to which the selected Bargaining Units are attached, not the Employees to which the Bargaining Units are attached on their MA screen.

S = **Salary Schedules** - Select specific salary schedules. Additional fields will display when you press <ENTER> (see page 10-48 for instructions).

| | |
|---|---|
| **Percentage** (O) | If you entered <u>A</u> in the **Selection** field, you can type a percentage (in 999.9999 format) to apply an across-the-board annual increase to all salary schedules.  Use a minus sign '-' to project a decrease. For example, to project a decrease of five percent, enter <u>-5.0000</u>. |
| **Additional Selection** (R) | This field determines whether you will use the Additional Selection Screen (Figure 10-32) to narrow your selection criteria. |

> <u>Y</u> = Yes - Use the Additional Selection Screen.
> <u>N</u> = No - Do not use the Additional Selection Screen.

Specifically, you will be able to select employees and open positions based on:

- Job Codes
- Work Locations
- Pay Schedules
- Report Codes

- Job Category
- Work Calendars
- Bargaining Units
- Employee Types

| | |
|---|---|
| <Start Over> | No effect on this screen. |
| <Retrieve Presets> | Retrieve a previously-defined report setting. |
| | See the appendix *Preset Maintenance* for details about <Retrieve Preset> and <Save Preset>. |
| <Previous Screen> | No effect on this screen. |
| <Next Screen> | Takes you to the Additional Selection Screen or Report Launch Screen. |
| <Return to Menu> | Returns to your Menu System. |

## First Screen with Bargaining Units

Use this screen to limit the number of selected employees to specific Bargaining Units. Only employees on the Salary Schedules to which these Bargaining Units are attached will be selected. You also have the option to specify the percentage amount of annual increase or decrease for each unit.

☞  When you use this screen, the program changes from 'give them everything' to 'give them only what they ask for' mode. This is to say, when you *do not* use this screen, all Bargaining Units attached to Salary Schedules are selected.

When you *do* use this screen, only those Salary Schedules attached to the Bargaining Units you specify are selected. Therefore, you must enter at least one Bargaining Unit. If you leave all Bargaining Unit fields blank on this screen, no records will be selected.

The **Barg Unit** and **%Proj** fields display after you enter B in the **Select** field on the first screen, and press <ENTER>.

```
District: 65             Request Projection Scattergram Report        QSS/OASIS

                      Projection for year: 01
                     Use schedules for year: 01
                 Use employee records year: 01
                       Do step advancement: N
                                 Selection: B    (A = all schedules)
                                                 (B = bargaining unit)
                                                 (S = salary schedule)
                                Percentage:      .0000   (if A)
                       Additional Selection: N

    Barg Unit    % Proj          Barg Unit    % Proj          Barg Unit    % Proj
 1.   _                       2.                           3.
 4.                           5.                           6.
 7.                           8.                           9.
10.                          11.                          12.
13.                          14.                          15.
16.                          17.                          18.



    Start                                     Previous  Next                  Return
    Over                                      Screen    Screen                to Menu
```

**Figure 10-44: First Screen with Bargaining Units**

**Barg Unit** (O)          Type the two-digit code for each Bargaining Unit you want to select. Only the employees on the Salary Schedules to which these Bargaining Units are attached will be selected. You must enter at least one code.

Bargaining Unit codes are defined in PER/PAY Master Files (PP0010).  See *Chapter 5* in this manual for details.

**% Proj** (O)          Type a percentage (in 999.9999 format) to apply an annual increase for the Bargaining Unit. Use a minus sign '-' to project a decrease. For example, enter `-5.0000` to project a decrease of five percent.

Complete the screen and press <ENTER>.  Then press <Next Screen> to continue.

## *First Screen with Salary Schedules*

Use this screen to limit the projection to specific Salary Schedules. Only employees that use the specified Salary Schedules will be selected. You also have the option to specify the percentage amount of annual increase or decrease for each schedule.

☞    When you use this screen, the program changes from 'give them everything' to 'give them only what they ask for' mode. This is to say, when you do not use this screen, all Salary Schedules are selected. When you use this screen, only the Salary Schedules you specify are selected. Therefore, you must enter at least one Salary Schedule. If you leave all Salary Schedule fields blank on this screen, no records will be selected.

The **Schedule** and **%Proj** fields display after you enter S̲ in the **Select** field on the first screen, and press <ENTER>.

```
District: 65            Request Projection Scattergram Report        QSS/OASIS

                      Projection for year: 01
                   Use schedules for year: 01
              Use employee records year: 01
                    Do step advancement: N
                              Selection: S    (A = all schedules)
                                              (B = bargaining unit)
                                              (S = salary schedule)
                             Percentage:      .0000  (if A)
                    Additional Selection: N

     Schedule   % Proj        Schedule   % Proj           Schedule   % Proj
  1.   -                   2.   -                       3.   -
  4.   -                   5.   -                       6.   -
  7.   -                   8.   -                       9.   -
 10.   -                  11.   -                      12.   -
 13.   -                  14.   -                      15.   -
 16.   -                  17.   -                      18.   -



   Start                                  Previous  Next            Return
   Over                                    Screen   Screen          to Menu
```

**Figure 10-45: First Screen with Salary Schedules**

**Schedule** (O)        Type the two-digit Schedule Number in the first box of the Schedule field, to the left of the '-'. Enter at least one Schedule Number.

Type the two-digit Model Number in the second box of the Schedule field, to the right of the '-'.

☞    Models are variations of a Salary Schedule. Model '00' is always the 'live' production version, while Models '01' through '99' can be used for projecting proposed changes to the '00' Model. (See *Chapter 7* in this manual for more about Salary Schedules.)

**% Proj** (O)                  Type a percentage (in 99.9999 format) to apply an annual increase for the Salary Schedule. Use a minus sign '-' to project a decrease. For example, enter `-5.0000` to project a decrease of five percent.

Complete the screen and press <ENTER>.  Then press <Next Screen> to continue.

## *Additional Selection Screen*

Use this screen to limit the number of employees and open positions selected on the basis of Master File codes. Specifically, you can select records based on:

- Job Codes
- Job Category
- Work Locations
- Work Calendars
- Pay Schedules
- Bargaining Units
- Report Codes
- Employee Types

☞ You may want to print Master File Reports to see a listing of the valid Master File codes. See *Chapter 5* of this manual for instructions.

The Additional Selection Screen (Figure 10-46) appears when you enter Y in the **Additional Selection** field on the first screen and press < ENTER>.

If you also entered B (Bargaining Unit) or S (Salary Schedule) in the **Selection** field on the first screen, more fields will display in the upper portion of the Additional Selection Screen (Figure 10-47 and Figure 10-48 ).



**Figure 10-46: Additional Selection Screen**



**Figure 10-47: Additional Selection Screen with Bargaining Units**

The Bargaining Unit fields in the upper portion of this screen are display-only. If you want to edit them, return to the previous screen. See page 10-46 for details about Bargaining Unit fields.



**Figure 10-48: Additional Selection Screen with Salary Schedule**

The Salary Schedule fields in the upper portion of this screen are display-only. If you want to edit them, return to the previous screen. See page 10-48 for details about Salary Schedule fields.

☞ Once you enter a code, the program changes from 'give them everything' to 'give them only what they ask for' mode. For example, if you enter only one Job Code, then only employees with that code will be selected. If you leave all Job Code fields blank, then employees with any Job Code will be selected.

```
District: 65          Request Projection Scattergram Report      QSS/OASIS

     Projection year: 04   Use schedules year: 04  Use employee year: 04
 Do step advancement: N  Anniv: A  Fiscal:     Selection:    Percent:    .0000Y

        Job codes:    ████   ████   ████   ████   ████      Leave blank
                                                              for all
   Job Categories:  █ █  █ █  █ █  █ █  █ █
   Work Locations:  █ █  █ █  █ █  █ █  █ █
   Work Calendars:
    Pay Schedules:

 Bargaining Units:  █   █   █   █   █
     Report codes:  █   █   █   █   █
   Employee types:  █   █   █   █   █




 ────────────────────────────────────────────────────────────────────────

 Start                            Previous Next                    Return
 Over                             Screen   Screen                  to Menu
```

**Figure 10-49: Additional Selection Screen**

**Job Codes** (O)          Type the six-digit number for the Job Codes you want to select. Select up to 10 different Job Codes. Only employees with positions containing these codes will be selected.

Leave all Job Code fields blank to select ALL Job Codes.

Job Codes are defined with PER/PAY Master Files (PP0010). See *Chapter 5* in this manual for details.

**Job Categories** (O)   Type the four-digit number for the Job Categories you want to select. Select up to 10 different Job Categories. Only employees with positions containing these categories will be selected.

Leave all Job Category fields blank to select ALL Job Categories.

Job Categories are defined in PER/PAY Master Files (PP0010). See *Chapter 5* in this manual for details.

**Work Locations** (O)   Type the four-digit number for the Work Locations you want to select. Select up to 10 different Work Locations.  Only employees with positions assigned to these locations will be selected.

Leave all Work Location fields blank to select ALL Work Locations.

Work Locations are defined in the Location Master File (LOUPDT).  See *Chapter 5* in this manual for details.

**Work Calendars** (O)   Type the four-digit number for the Work Calendars you want to select. Select up to 10 different Work Calendars.  Only employees with positions attached to these calendars will be selected.

Leave all Work Calendar fields blank to select ALL Work Calendars.

Work Calendars are defined in Work Calendar Maintenance (PP0035).  See *Chapter 6* in this manual for details.

**Pay Schedules** (O)   Type up to six characters for the Pay Schedules you want to select. Select up to 10 different Pay Schedules.  Only employees with positions assigned to 33these Pay Schedules will be selected.

Leave all Pay Schedule fields blank to select ALL schedules.

Pay Schedules are defined in PER/PAY Master Files (PP0010). See the *QSS/OASIS Enhanced Payroll Manual* for details.

**Bargaining Units** (O)   Type the two-digit number for the Bargaining Units you want to select. Select up to 10 different Bargaining Units.  Only employees assigned to these units on their MA screen will be selected.

Leave all Bargaining Unit fields blank to select ALL Bargaining Units.

Bargaining Units are defined in the PER/PAY Master Files (PP0010).  See *Chapter 5* in this manual for details.

**Report Codes** (O)   Type the two-digit number for the Report Codes you want to select. Select up to 10 different Report Codes.  Only employees assigned to these codes on their MA screen will be selected.

Leave all Report Code fields blank to select ALL Report Codes.

Report Codes are defined in the PER/PAY Master Files (PP0010).  See the *QSS/OASIS Personnel Manual* for details.

**Employee Type** (O)   Type the two-character code for the Employee Types you want to select.  Select up to 10 different Employee Types.  Only employees assigned to these types on their MA screens will be selected.

Leave all Employee Type fields blank to select ALL Employee Types.

Employee Types are defined in the PER/PAY Master Files (PP0010).  See the *QSS/OASIS Personnel Manual* for details.

<Start Over>              Takes you back to the first screen.

<Previous Screen>     Takes you back to the first screen.

<Next Screen>           Takes you to the Report Launch Screen.

<Return to Menu>      Returns you to your site Menu System.

Complete the screen and press <ENTER>. Then press <Next Screen> to continue to the Report Launch Screen.

## *Report Launch Screen*

Use this screen to complete your selection criteria.

☞ You can also go to the Accounts Subset Screen from here by entering Y in the '**Select a subset of your accounts?**' field. The Accounts Subset Screen allows you to further limit your projection on the basis of financial accounts, and is described in the next section (see page 10-57).

```
District: 65            Request Projection Scattergram Report         QSS/OASIS

                           Report Title: ████████████████████████████

         Select a subset of your accounts? N  Y/N
         Total FTE for positions active on: 06/30/2004   Include open? N  Y/N
                          Hire date range: ██████████-██████████    (optional)
       Print FTE: Y  Y/N    Print salary: Y  Y/N    Base pay only: N Y/N
   Print benefits: Y  Y/N
   Select Restriction: █   C/S/U/R
           Restrict on: █

   Choose from:
   FU = Fund            RE = Resource      PJ = Project Year   LG = Local Grant
   GO = Goal            FN = Function      SC = School         RS = Responsiblty
   LC = Local



   ████████████████████████████████████████████████████████████████████████

    Start                                  Previous Next                Return
    Over                                    Screen  Screen              to Menu
```

**Figure 10-50: Projection Scattergram Report Launch Screen**

**Report Title** (O)      Type up to 30 characters for the title you want to appear in the report heading.

> You may want to include your name and extension number to facilitate routing after printing.

**Select a subset of**      This field determines whether you will use the Accounts Subset Screen.
**your accounts?** (R)

> Y = Yes. Select specific financial accounts.
> N = No. Do not limit the projection by accounts.

If you type Y, the Accounts Subset Screen will display when you press <ENTER>.

**Total FTE for positions active on** (R)

Include the total FTE for all Authorized Positions that will be active on this date.

The date must be within the fiscal year you entered in the **Projection for year** field on the first screen.

☞ Select this date carefully. If you select 07/01/yy, for example, there may be no teachers included on the report since their positions do not become effective until late August.

**Include open?** (R)

This field determines whether or not open, unfilled positions will be included in the projection.

<u>Y</u> = Yes - Include open, unfilled positions in the projection.
<u>N</u> = No - Do not include open, unfilled positions.

**Hire date range** (O)

To limit the report to individuals hired during a particular period of time, enter the beginning date of the period in the first field and the ending date in the second field.

Use the MMDDYY or MMDDYYYY format.  The program will format the date when you press <ENTER>. For example, <u>063005</u> will be formatted <u>06/30/2005</u>.

**Print FTE** (R)

This field determines whether or not the FTE will be printed on the report.

<u>Y</u> = Yes - Print the FTE.
<u>N</u> = No - Do not print the FTE.

**Print salary** (R)

This field determines whether or not salaries will be printed on the report.

<u>Y</u> = Yes - Print the salary amounts.
<u>N</u> = No - Do not print the salary amounts.

**Base pay only** (R)

This field allows you to limit the salary shown to base pay only.

<u>Y</u> = Yes - Print the base pay amounts only.
<u>N</u> = No - Do not limit to base pay amounts only.

**Print Benefits** (R)

This field determines whether or not benefits will be printed on the report.

<u>Y</u> = Yes - Print the benefit amounts.
<u>N</u> = No - Do not print the benefit amounts.

**Select Restriction** (O)    Enter the appropriate code from the following list to set the account restriction to be used in the report.

|   |   |
|---|---|
| **C** | Combine restricted and unrestricted accounts. |
| **S** | Segregate the restricted and unrestricted accounts. |
| **U** | Unrestricted accounts only. |
| **R** | Restricted accounts only. |

**Restrict on** (O)    If you have chosen a restriction other than C (combined), indicate the field in your account string that determines restriction.

**Choose from** (D)    Choose the correct two-character code from the list displayed on the screen for the account field that determines restriction.

<Start Over>    Takes you to the first screen.

<Save Presets>    When you press <ENTER>, if there are no error messages and you have not requested to select a subset of your accounts, the <Save Presets> function key is displayed.  Press this key to save your current report settings for later retrieval.

<Previous Screen>    Takes you to the previous screen.

<Next Screen>    No effect on this screen.

<Launch Job>    When you press <ENTER>, if there are no error messages and you have not requested to select a subset of your accounts, the <Launch Job> function key is displayed.  Press <Launch Job> to create the Scattergram Report.

<Return to Menu>    Returns to your Menu System.

Complete the screen and press <ENTER>.  If you entered Y in the '**Select a subset of your accounts?**' field, the Account Subsets Screen will be displayed.  If you are not using the Account Subsets Screen, press the <Launch Job> function key to create the Salary Projection Report.

## *Accounts Subset Screen*

Use this screen to limit the number of records to specific Payroll Labor Accounts. Only employees/positions paid from the specified accounts will be selected. You can enter up to 10 different account masks or a series of Field and Range combinations.

☞ Once you enter an account code mask, the program changes from "give them everything" to "give them only what they ask for" mode.  For example, if you enter only one valid account number, then only employees paid from that account will be selected.  If you leave all account field masks blank, then records from all accounts will be selected.

The Accounts Subset Screen displays when you enter <u>Y</u> in the '**Select a subset of your accounts?**' field on the Report Launch Screen, and press <ENTER>.



**Figure 10-51: Accounts Subset Screen**

**[title row]** (O)          The title row lists the name for the fields in the financial account.

This sample is for illustration only.  The screen will show the account structure for your district.

**[1]** (O)
**[2]** (O)
**[3]** (O)
**[4]** (O)
**[5]** (O)
**[6]** (O)
**[7]** (O)
**[8]** (O)
**[9]** (O)
**[10]** (O)

There are 10 lines. Leave all lines blank, or type up to 10 account masks.

Leave all 10 lines blank to select all accounts.
If you enter account masks on one or more lines, only those lines will be used. (Other accounts may be still selected based on ranges of field values.)

To select accounts based on account masks, type up to 10 account masks. To make filling in account masks easier, press <ENTER> to fill all 10 rows with question marks. Then fill in the masks you need.

```
┌─Field Sort/Selection Items─┐ Fd Resc Y Objt Gr Goal Fnct Sch Rsp Lcl
│                            │ 10-????-?-????-??-????-????-???-???-???
│ FD=FUND        RP=RESPONSBLTY │ ??-????-?-????-??-5684-????-???-???-???
│ RS=RESOURCE    LC=LOCAL     │ 10-????-?-4???-??-????-????-???-???-???
│ PJ=PROJECT YEAR            │ 20-????-?-82??-??-????-????-???-???-???
│ OB=OBJECT                  │ ??-????-?-????-??-????-????-???-???-???
│ GR=LOCAL GRANT             │ ??-????-?-????-??-????-????-???-???-???
│ GO=GOAL                    │ ??-????-?-????-??-????-????-???-???-???
│ FN=FUNCTION                │ ??-????-?-????-??-????-????-???-???-???
│ SC=SCHOOL                  │ ??-????-?-????-??-????-????-???-???-???
│                            │ ??-????-?-????-??-????-????-???-???-???
└────────────────────────────┘
```

The example above illustrates how account masking works. Each question mark ( ? ) is a wildcard that stands for one digit or letter.

**[LINE]   ACCOUNTS SELECTED**

**[1]**    All accounts in Fd (fund) 10.

**[2]**    All accounts that contain Goal (Program goal) 5864.

**[3]**    All accounts for Fd 10 and Objt (Object) 4??? (4000-4999). (If you state uses letters and numbers in accounts, 4??? matches the numeral 4 followed by any 3 letters or numbers.)

**[4]**    All accounts for Fd 20 and Objt 82?? (8200 - 8299).

**[5] - [10]** Not used.

In this example, an account is included in the transfer if it matches *any one* of the masks in lines [1] through [4].

The **Field** and **Range** fields are for entering field value ranges.

**Field** (O)                  Leave blank, or type the 2-letter abbreviation for a field value.

**Range** (O)                  If **Field** contains a value, enter the beginning and ending value for the range.

```
Field        Range
   OB 8500     -8549
```

In the example above, accounts with objects from 8500 to 8549 would be selected.

Complete the screen and press <ENTER>.  Then press <Previous Screen> to return to the launch screen. Then press <Launch Job>.

## *Sample Projection Scattergram Report (PPS200)*

A sample cover page is shown below. See sample text page on the following page.

```
65 QSS UNIFIED                        SALARY PROJECTION SCATTERGRAM        J11386  PPS200   H.00.04 05/27/05 PAGE    0
SAMPLE REPORT                                                             FTE COUNTED ON: 05/27/2005

-------------------------------------------------------------------------------------------------------------------
                Account classifications selected                          Field ranges selected
                Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr              FI    RANGE
                ---------------------------------------------             -----------------------
            1.    -   - -   - -    -    -     -      -  -
            2.    -   - -   - -    -    -     -      -  -
            3.    -   - -   - -    -    -     -      -  -
            4.    -   - -   - -    -    -     -      -  -
            5.    -   - -   - -    -    -     -      -  -
            6.    -   - -   - -    -    -     -      -  -
            7.    -   - -   - -    -    -     -      -  -
            8.    -   - -   - -    -    -     -      -  -
            9.    -   - -   - -    -    -     -      -  -
           10.    -   - -   - -    -    -     -      -  -


                ENTRY LISTING
                ---------------------
                Projection Year    : 2005
                Schedule Year      : 05
                Employee Year      : 05
                Allow Step Changes : NO
                Report Type        : ALL SCHEDULES
                Global Projections :    0.0000%
                Job Codes          :
                Job Categories     :
                Open Positions     : NO
                Pay Schedules      :
                Matrix Legend      : FTE           SALARY        BENEFITS
```

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```
65 QUINTESSENTIAL UNIFIED SCHOOL DISTRICT      SALARY PROJECTION SCATTERGRAM          J2113   PPS200   H.00.04 07/16/03  PAGE    1
SAMPLE REPORT                                  02 LEVEL I MGMNT                       FTE COUNTED ON: 07/16/2003


 \STEP          1           2           3           4           5                                                  TOTAL
RANGE

0003         1.6671                   0.6671                                                                       2.3342
         56,681.00               24,498.00                                                                     81,179.00
         18,825.23                8,108.90                                                                     26,934.13

0004         0.3329                                           0.4000                                               0.7329
         11,716.00                                        16,933.00                                             28,649.00
          1,548.39                                         2,237.87                                              3,786.26

0005         0.8000      1.0000                               1.5715                                               3.3715
         29,378.00   44,455.00                           67,323.00                                            141,156.00
         10,345.57   12,338.18                           19,739.37                                             42,423.12

0006         1.3044                   1.0541                                                                       2.3585
         49,892.00               43,547.00                                                                     93,439.00
         12,716.11               11,521.28                                                                     24,237.39

0008                                                          1.0000                                               1.0000
                                                         47,432.00                                             47,432.00
                                                         12,731.61                                             12,731.61

0009         1.0000                               1.0000                                                           2.0000
         42,843.00                           47,432.00                                                         90,275.00
         12,125.13                           12,731.61                                                         24,856.74

0010         3.9047                                                                                               3.9047
        174,124.00                                                                                           174,124.00
         50,552.01                                                                                             50,552.01

0011         1.6672                               1.0000                                                           2.6672
         78,009.88                           51,513.00                                                        129,522.88
         21,644.04                           11,679.21                                                         33,323.25

0012         3.1143      3.9667      3.9571                   1.0000                                              12.0381
        148,751.00  199,186.00  208,646.26               53,554.00                                           610,137.26
         42,719.50   54,594.44   51,800.22               13,540.70                                           162,654.86

0013                                              6.2143                                                           6.2143
                                            353,107.04                                                        353,107.04
                                             92,424.81                                                         92,424.81

0014                                                         11.3614                                              11.3614
                                                        689,077.29                                            689,077.29
                                                        166,858.28                                            166,858.28

*TOT        13.7906      4.9667      5.6783      8.2143     15.3329                                               47.9828
        591,394.88  243,641.00  276,691.26  452,052.04  874,319.29                                         2,438,098.47
        170,475.98   66,932.62   71,430.40  116,835.63  215,107.83                                           640,782.46
```