

FLORIDA DEPARTMENT
OF
EDUCATION

FACILITIES BUDGETING ACCOUNTING
INFORMATION SYSTEM

ON-LINE PROJECT DISBURSEMENT
REQUEST MANUAL

**YOU MUST READ THIS MANUAL
BEFORE ACCESSING THE PECO
CASH DISBURSEMENT SYSTEM
AT NWRDC**

MARCH 2008

The following is a manual for accessing the On-Line Project Disbursement Request subsystem of the PECO Accounting Record system, resident at the Northwest Regional Data Center in (NWRDC), Tallahassee, Florida.

All agencies wanting access to this system should send their request in writing to:

Educational Facilities Budgeting Administrator
Facilities Budgeting
325 West Gaines Street - Room 1004
Tallahassee, FL 32399-0400

All requests should come directly from the school district superintendent or community college president. All requests from other staff members will be rejected.

After the request has been received and approved by the Office of Facilities Budgeting, the user will be assigned a NWRDC Login ID and password.

All users will be restricted to accessing only their project records.

The staff of the Office of Facilities Budgeting will have the right and responsibility to make all changes necessary to each agency's monthly request.

NORTHWEST REGIONAL DATA CENTER

Each authorized agency user must have access to a data terminal or personal computer that has the capability of communicating with the Northwest Regional Data Center located in Tallahassee, Florida.

If you are unable to locate a terminal or personal computer with this capability at your district or college, please contact your Director of Management Information Science or Data Processing.

Once your computer terminal or personal computer establishes communication with the NWRDC, the NWRDC login screen should appear.

Step #1: Enter your Login User ID on the screen e.g. (d e x f _ _ _).

Step #2: Tab right to the section labeled Password. Enter your Password and hit <Enter>.

Warning: If you are using a personal computer running a 3270 Emulation Program, your keyboard layout has been altered. Please refer to the template provided with your software.

If the system at NWRDC accepts your Login ID and Password, you will be advanced to the APPLICATION SELECTION screen.

This is the NWRDC Application Selection Menu screen. Please pay close attention to the column of information labeled **STATUS**. This indicates if the system software you are going to select is **ACTIVE** or **INACTIVE**. If selection number 2 (**NWRCICC**) is **INACTIVE**, you will not be able to access the PECO Disbursement System. Try again at a later time.

If Selection Number #2 (NWRCICC) is **ACTIVE**, go to Step #3.

Step #3: Your cursor should be blinking at the Command prompt (**Command > _**).
Enter the number 2 and hit <enter>.

If the NWRCICC software system is available, you will be advanced to the following screen.

Your blinking cursor should be in the upper left-hand corner of this screen.

Step #4: Enter (FH01) and hit <enter>.

Once accepted by the NWRCICC software system, you will be advanced to the NWRDC application screen.

You will be asked to Enter Next Task Code:

Step #5: At this point, enter the two letters (f b) and hit <enter>.

If the Task Code (f b) is accepted, you will be advanced to the PECO On-Line Disbursement screen.

At this point, hit the F4 key to gain access to the Disbursement Request Menu.

If the F4 Key is accepted, you will be advanced to the MAIN REQUEST screen.

At this point you have three options:

Option #1: Hit F4 Key to Display (Browse) an Existing Disbursement Request that has not processed by the Office of Facilities Budgeting.

Option #2: Hit F6 Key to enter a New Agency Disbursement Request.

Option #3: Hit F7 Key to Modify an Existing Agency Disbursement Request that you previously entered into the system but has not been processed by the Office of Facilities Budgeting.

WARNING: Each month there is a “window of opportunity” for you to perform Options #1-3. If you are too early or too late and miss this ‘window of opportunity’ for the month, you will not be allowed to advanced past this screen. Please take careful note to read any and all Error Messages that appear at the bottom of your screen. Each Error Message has been carefully worded to best explain the problem that is occurring. Also, you will not be allowed to gain access to any district’s records except your own.

If you select Option #2 (enter a New Agency Disbursement Request), you will be advanced to the REQUEST screen.

In order for you to gain access to each of your individual project records, you must be prepared to enter the following information from your OEF Form 442 (Project Disbursement Request). As soon as you enter the necessary codes, you will automatically advanced to the next field

FUND: (Enter 00, 03, 04, or 05)	00
TYPE: (Enter the letter "P")	P
APPROPRIATION YEAR:	9495
DIVISION: (Enter two digit code)	31
31 for public schools	
20 for community colleges 10 Universities	
PROJECT: (Enter project code)	A881
AGENCY: (Enter three digit code)	330

After all of the above information has been entered, hit the <enter> key. This will submit your request to the PECO Record System.

If you have supplied the correct information, you will then be allowed access to that record for the purpose of requesting a project disbursement.

The **CURRENT APPROPRIATION, AUTHORIZED ENCUMBRANCES, DISBURSEMENT AT PRESENT, DISBURSEMENT PRIOR MONTH AND DISBURSEMENT PRIOR 2 MONTHS** fields will be completed based on previous activity.

At this point, you should enter dollar amounts (including cents) for the following four fields:

UPDATE

There is no need to enter zero amounts or make any entries for projects that have no disbursements unless this is the first disbursement request for a specific project.

THE AMOUNT SHOWN ON THE SCREEN FOR EACH FIELD IS NOT A REAL NUMBER.

LOCAL (TOTAL) ENCUMBRANCE TO DATE:	4000.00
INTEREST EARNED (THRU PRIOR MONTH):	270.00
EXPENDITURE THROUGH PRIOR MONTH:	6000.00
ESTIMATED EXPENDITURES CURRENT/NEXT MONTH:	0.00

Use your TAB key to advance fields.

After entering all four amounts, hit the <enter> key.

Your amounts will then be scanned for acceptance into the PECO Record System. If all numbers entered are accepted, you will receive a Transaction code of “SUCCESSFUL ACTION.”

If you have entered a value for a specific field that is unacceptable, you will receive an ERROR MESSAGE at the bottom of your screen and the amount entered for that specific field will be highlighted. The PECO Record System will then allow you to make the necessary change to remove the error. All error messages and their description are listed in the rear of this manual.

MODIFYING AN EXISTING DISBURSEMENT REQUEST

The PECO Record System allows you to modify an existing disbursement request as long as you do so within the time frame (window of opportunity) set by the Program Director. In the event you would like to change an existing request, select the **MODIFY AGENCY DISB REQUEST** option (PF7) from the **DISBURSEMENT REQUEST MENU**. This option will allow you to change any previously input number from your four input fields.

After **MODIFYING** your existing request, the PECO Record System will again perform an calculated edit of your input data. If the amounts are acceptable, you will receive a “SUCCESSFUL ACTION” message at the bottom of your screen.

Note: Remember, you cannot modify a record that does not exist. Always use the **AGENCY DISBURSEMENT REQUEST** option first to input new requests. Then, you can change that request at a later date using the **MODIFY AGENCY DISB REQUEST** option.

NOTICE: Each agency must enter current amounts for each of its active projects. An active project is one that has had a disbursement and is not fully expended. Each OEF Form 442 submitted will be reviewed by the accounting staff of the Office of Facilities Budgeting. The staff reserves the right to make any and all changes necessary to each agency's disbursement request that allows for satisfactory audit compliance.

**All questions regarding this automated system should be directed to the
Program Director at the following address.
Educational Facilities Budgeting Director
Office of Facilities Budgeting
325 West Gaines Street - Room 1004
Tallahassee, FL 32399-0400
850-245-9244 or SUNCOM 205-9244 (Phone)
850-245-9243 or SUNCOM 205-9243 (FAX)**

EXITING THE PECO DISBURSEMENT REQUEST RECORD SYSTEM

After you have entered amounts for each one of your projects, you may exit the PECO Disbursement Request Record System. At the **DISBURSEMENT REQUEST MENU** screen, select the (PF12) option - **EXIT APPLICATION (QUIT)**.

This will allow you to advance to the BYE screen.

At the BYE screen, type the word “ b y e ” and hit the <enter> key.

This will allow you to advance to the LOGOFF screen.

At the LOGOFF screen, type the word “ l o g o f f “ and hit the <enter> key.

You should now be disconnected from NWRDC.

If you have any problems with your connect or disconnect procedures, please confer with your district or college staff person familiar with these procedures.

If you do not logoff from NWRDC correctly, you will not be able to regain access to your records until after midnight.

DIALOG MESSAGE SHEET

MESSAGE	DESCRIPTION	ACTION
DC900023 - PLEASE ENTER REQUIRED KEY FIELD(S).	When first entering the dialog the map will be displayed with this message.	Enter the key fields required.
DC900033 - ATTEMPT TO CHANGE RECORD ON DATABASE FAILED.	A system error has occurred.	Notify the Program Director at the DOE.
DC900059 - KEY RECORD NOT FOUND.	A record could not be found with the project number entered.	Correct the project number.
DC900062 - INCOMPLETE DATA	All four (4) dollar amounts have not been entered.	Enter amount in highlighted field.
DC900085 - SUCCESSFUL ACTION	The disbursement request has been added.	NONE.
DC900111 - PLEASE ENTER DATA AND DEPRESS 'ENTER'.	Record has been found and is ready to add a disbursement request.	Enter all four (4) dollar amounts.
DC900184 - REQUEST DISBURSEMENT AMOUNT EXCEEDS AMOUNT AUTHORIZED.	The disbursement request is greater than the amount available to be disbursed.	Correct one or more highlighted fields.
DC9000185 - UPDATES NOT ALLOWED.	A disbursement request has not been added.	Add disbursement request using correct dialog.
DC9000188 - INVALID - DISBURSEMENT REQUEST PREVIOUSLY ADDED.	A disbursement request has been added and not yet disbursed.	Use the modify dialog to adjust the disbursement request.
DC9000189 - CRITICAL ERROR - NOTIFY KDC.		Notify the Program Director at the DOE.
DC900321 - INVALID TRANSACTION. AUTHORIZATION REQUIRED.	User is not authorized to request disbursements for that agency.	Enter an authorized agency in highlighted field.
DC900460 - REQUESTS FOR 'XXXXXXX' WILL BE TAKEN 'MM/DD/YY' THRU 'MM/DD/YY', 'HH': 'MM'.	Disbursement request was made outside acceptable time frame. The 'X's' indicate the month followed by the beginning date, ending date, and ending time.	Resubmit request at the appropriate time and date.
DC900461 - THIS PROJECT HAS BEEN FULLY EXPENDED.	No disbursement requests can be made for a fully expended project.	